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ABSTRACT

This instructional package is one of three designed for educable mentally impaired students in the vocational area of building maintenance and engineering. The thirty learning modules are organized into two units: floor care and general maintenance tasks. Each module includes these elements: a performance objective page which tells the student what will be learned, what materials are needed, and what the student must do in the module; and a job step page written in a read (cognitive information), look (graphic illustrations), do (instructions), and check (student is evaluated by teacher) format. (This document and related documents CE 017 564 and CE 017 565 are one of four sets of learning modules on building maintenance and engineering. The other sets are written in formats designed for regular vocational, visually impaired, and low reader students. The modules are part of a total set of over 1,300 written for different student populations. Graphics, dietetic assistant, small engine repair, and medical assistant are the other vocational areas covered.) (JH)

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ED158085

CAPITAL AREA CAREER CENTER
Ingham Intermediate School District
611 Hagadorn Road
Mason, Michigan 48854

TO:

MULTIPLE LEARNING STRATEGIES PROJECT

BUILDING MAINTENANCE & ENGINEERING
Educable Mentally Impaired

[VOL. 1]

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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CE 017 563

building maintenance & engineering

unit: Floor Care

capital area career center

module: 2201 01 001 1 date: 12/6/75 level: 1

skill title: Dust Mopping (Resilient & Hard Floors)

developed & written by: Dwight Smith

visuals by: Sandra Starnaman

WORD GUIDE

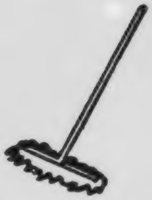
BENCH BRUSH - A SHORT-HANDLED BRUSH USED TO SWEEP DIRT FROM CORNERS, AND FROM PILES INTO A DUSTPAN.

PERFORMANCE OBJECTIVE

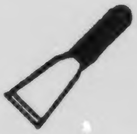
WHAT YOU WILL LEARN:

HOW TO DUST MOP A TILE OR HARD FLOOR.

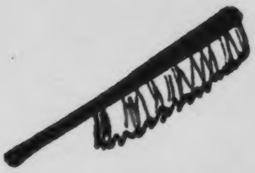
WHAT YOU WILL NEED:



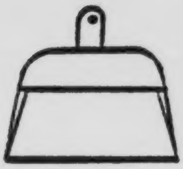
DUST MOP



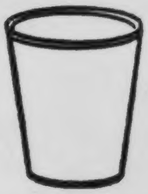
PUTTY KNIFE



BENCH BRUSH



DUSTPAN



WASTE BASKET

WHAT YOU MUST DO:

1. READ THIS MODULE. DO THE TASKS.
2. CHOOSE YOUR EQUIPMENT.
3. DUST MOP A FLOOR.

"TURN THE PAGE"

WORD GUIDE 3

STORAGE AREA - PLACE WHERE CLEAN EQUIPMENT IS STORED.

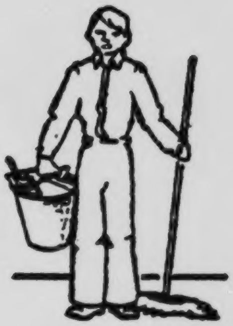
READ: READ THE LIST OF EQUIPMENT YOU WILL NEED. (P. 2)

DO: ON YOUR EQUIPMENT CHECKLIST, CIRCLE ALL THE EQUIPMENT YOU WILL NEED.

CHECK: WHEN YOU THINK YOU HAVE CIRCLED EVERYTHING YOU WILL NEED, TAKE YOUR CHECKLIST TO YOUR INSTRUCTOR.

READ: 1. GO TO THE EQUIPMENT STORAGE AREA. GET THE EQUIPMENT YOU WILL NEED.

LOOK:



DO: USE YOUR COMPLETED CHECKLIST TO BE SURE THAT YOU HAVE EVERYTHING YOU WILL NEED TO DUST MOP A FLOOR.

READ: 2. TAKE THE EQUIPMENT TO THE AREA TO BE DUST MOPPED.

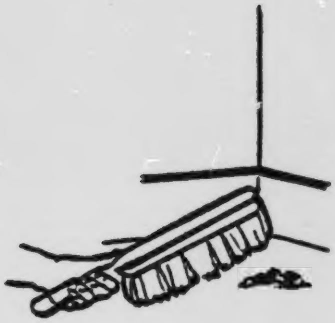
"TURN THE PAGE"

WORD GUIDE 4

FARTHEST - Most far away.

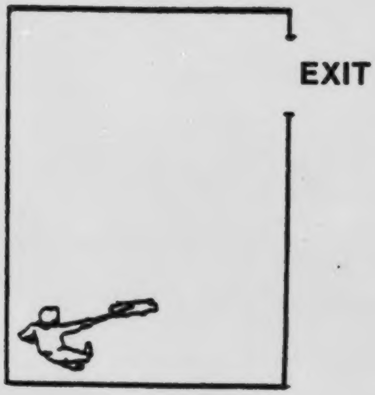
READ: 3. Using the bench brush, dust any registers, radiators, or corners. Push the dust on to the floor.

LOOK:



READ: 4. Begin dust mopping at the point farthest from your exit. Dust mop toward the exit.

LOOK:



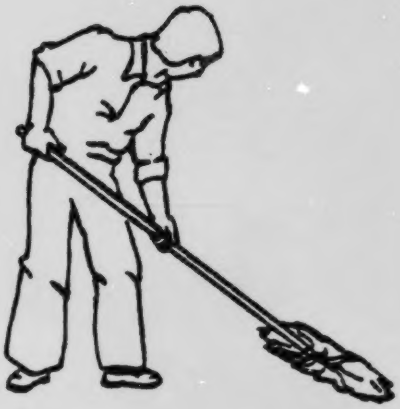
"Turn the page"

READ: 5. HOLD THE DUST MOP IN FRONT OF YOU. PLACE YOUR FEET AT LEAST 18 INCHES APART SO THAT YOU HAVE GOOD BALANCE.

DO: DO JOB STEP 5.

READ: 6. PLACE ONE HAND NEAR THE MIDDLE OF THE MOP HANDLE AND THE OTHER NEAR THE TOP. PLACE THE MOP IN FRONT OF YOU SO THAT THE LONG SIDES OF THE MOP DO NOT FACE YOU.

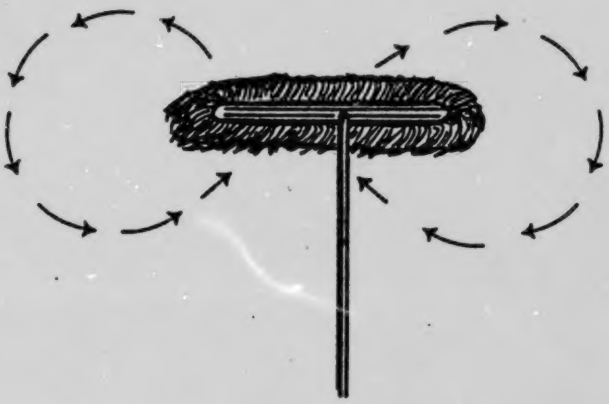
LOOK:



"TURN THE PAGE"

READ: 7. PUSH THE DUST MOP TO ONE SIDE, THEN TURN YOUR WRISTS AND THE DUST MOP. THEN BRING THE DUST MOP OVER THE FLOOR TO YOUR OTHER SIDE. THIS DUSTING MOTION SHOULD FORM A FIGURE EIGHT.

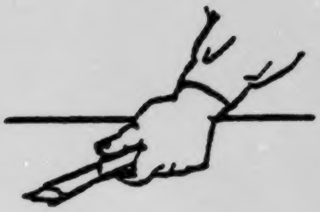
LOOK:



CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 7.

READ: 8. USE YOUR PUTTY KNIFE TO REMOVE OBJECTS OR GUM STUCK TO THE FLOOR.

LOOK:

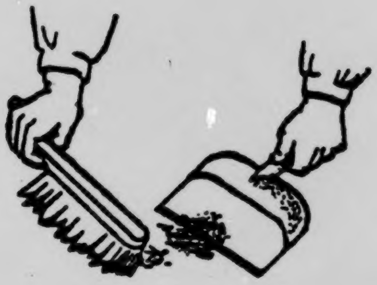


"TURN THE PAGE"

READ: 9. PUSH THE DIRT AND DUST INTO A PILE.

READ: 10. USE YOUR BENCH BRUSH TO SWEEP DIRT ON TO THE DUST PAN. EMPTY THE DUST PAN INTO THE WASTE BASKET.

LOOK:

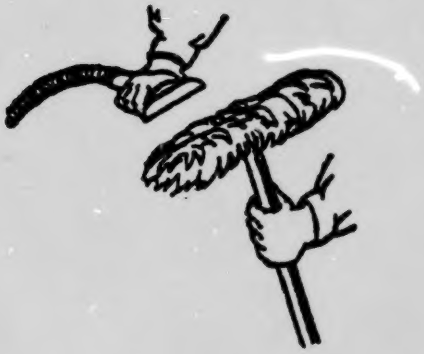


READ: 11. WHEN THE FLOOR HAS BEEN DUSTED, RETURN ALL EQUIPMENT TO THE STORAGE AREA.

"TURN THE PAGE"

READ: 12. BE SURE TO SHAKE OR VACUUM THE DUST MOP.

LOOK:



CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR EQUIPMENT AND THE AREA THAT YOU DUST MOPPED.

building maintenance & engineering

unit: FLOOR CARE

capital area career center

module: 2201 01 002 1 date: 12/8/76 level: 1

skill title: DAMP MOPPING

developed & written by: DWIGHT SMITH

visuals by: SANDRA STARNAMAN

WORD GUIDE

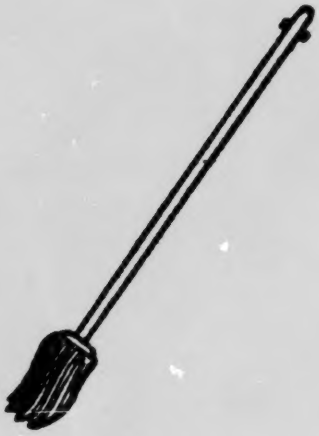
WRINGER - Used to squeeze water from a mop. Fits on a bucket.

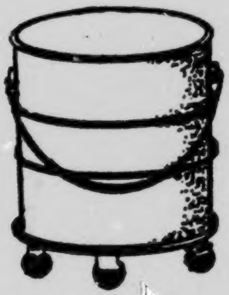
PERFORMANCE OBJECTIVE

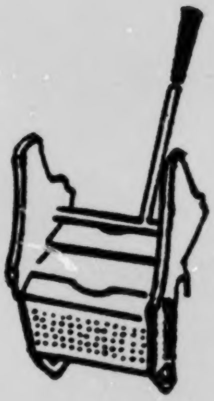
What you will learn:

How to damp mop a floor.

What you will need:


MOP


BUCKET


WRINGER

What you must do:

1. Read the module.
2. Choose your equipment.
3. Damp mop a floor.

"Turn the page"

JOB STEPS

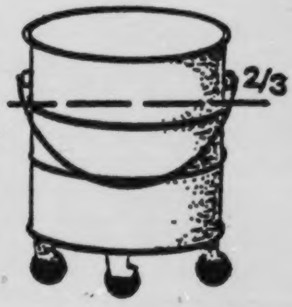
DO: GET AN EQUIPMENT CHECKLIST FOR THE FLOOR CARE UNIT.

DO: CHECK OFF THE EQUIPMENT THAT YOU WILL NEED TO DAMP MOP A FLOOR.

CHECK: SHOW YOUR CHECKLIST TO YOUR INSTRUCTOR.

READ: 1. FILL ONE BUCKET 2/3 FULL WITH COLD WATER.

LOOK:



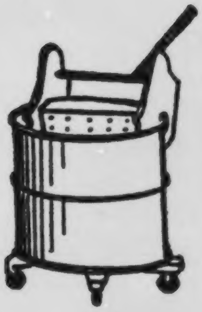
DO: DO JOB STEP 1.

"TURN THE PAGE"

JOB STEPS

READ: 2. ATTACH THE WRINGER TO THE BUCKET.

LOOK:



DO: DO JOB STEP 2.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR BUCKET AND WRINGER.

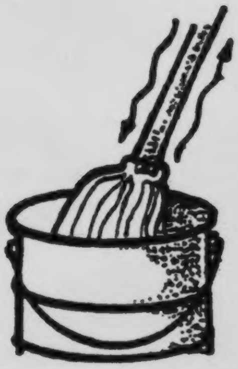
READ: 3. MOVE THE EQUIPMENT TO THE AREA TO BE DAMP MOPPED.

"TURN THE PAGE"

JOB STEPS

READ: 4. PLACE A CLEAN MOP IN THE WATER AND DIP IT UP AND DOWN MANY TIMES.

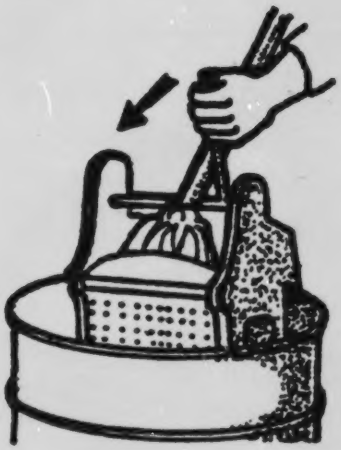
LOOK:



DO: DO JOB STEP 4.

READ: 5. PUT MOP IN WRINGER AND SQUEEZE VERY DRY.

LOOK:

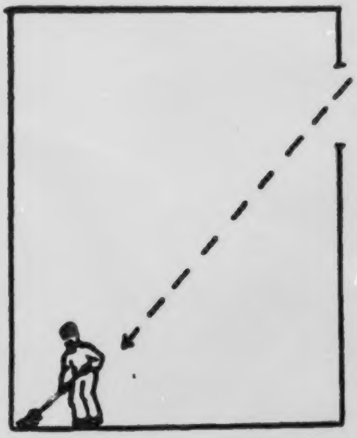


CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEPS 4 AND 5.

"TURN THE PAGE"

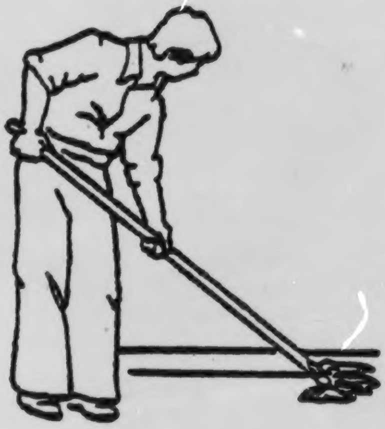
READ: 6. BEGIN MOPPING AT THE POINT FARTHEST FROM YOUR EXIT.

LOOK:



READ: 7. PLACE ONE HAND NEAR THE MIDDLE OF THE HANDLE AND THE OTHER NEAR THE TOP.

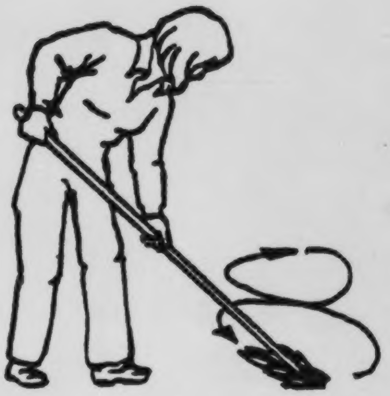
LOOK:



DO: DO JOB STEP 7.

READ: 8. SWING THE MOP FROM SIDE TO SIDE, ON THE FLOOR. YOU SHOULD USE A FIGURE 8 MOTION.

LOOK:

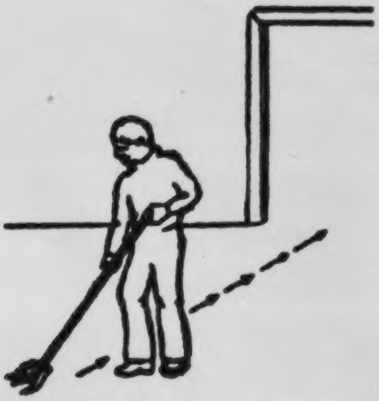


DO: DO JOB STEP 8.

CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEPS 7 AND 8.

READ: 9. ALWAYS MOP BACKWARDS TOWARD YOUR EXIT. AVOID WALKING ON WET FLOORS.

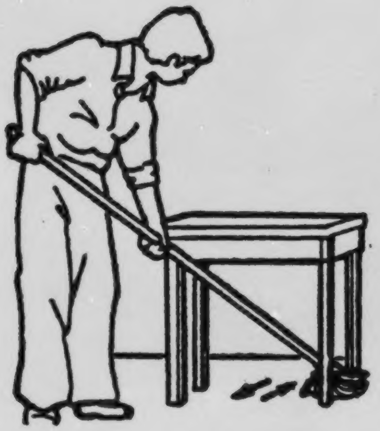
LOOK:



"TURN THE PAGE"

READ: 10. WHEN MOPPING UNDER TABLES AND CHAIRS, PUSH AND PULL THE MOP.

LOOK:



DO: DO JOB STEP 10.

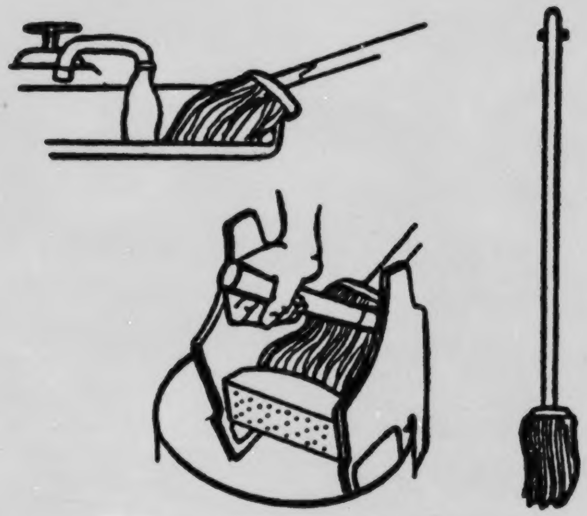
CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU DO JOB STEP 10.

READ: 11. WHEN YOUR MOP IS DIRTY, DIP IT INTO THE WATER. USE THE WRINGER TO SQUEEZE OUT THE WATER.

"TURN THE PAGE"

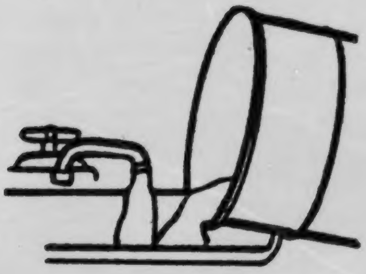
READ: 12. WHEN YOU ARE DONE MOPPING, RINSE THE MOP. THEN SQUEEZE OUT THE MOP AND HANG IT UP TO DRY.

LOOK:

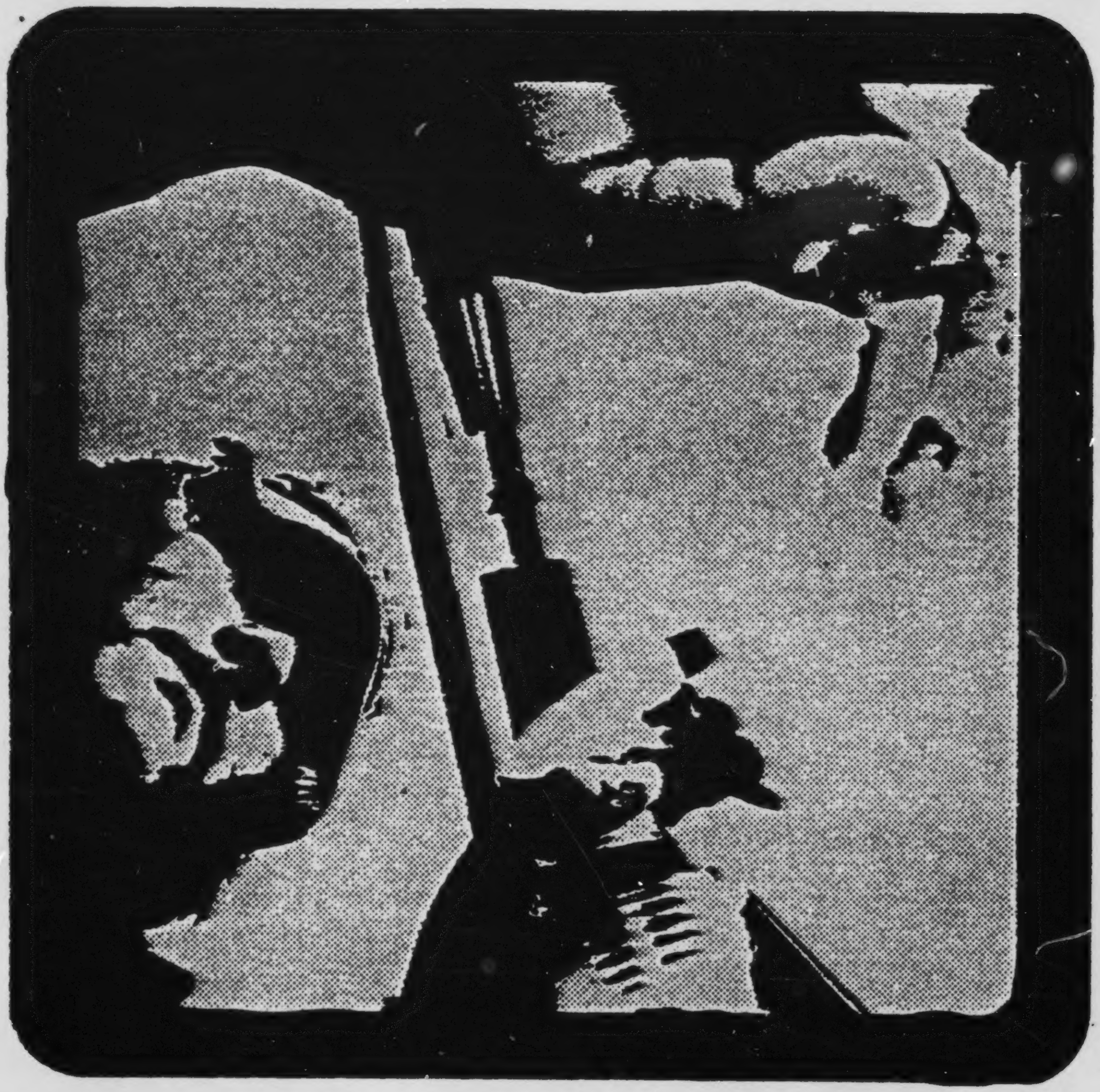


READ: 13. DUMP THE MOP BUCKET AND RINSE IT.

LOOK:



CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR CLEAN MOP AND BUCKET.



building maintenance & engineering

unit: Floor Care

capital area career center

module: 2201 01 003 1 date: 12-6-76 level: 1

skill title: Wet Mopping To Remove Dirt And Grease

developed & written by: Dwight Smith

visuals by: Sandra Starnaman

WORD GUIDE

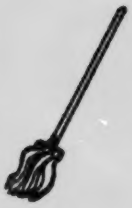
NEUTRAL SOAP - PLAIN SOAP WITHOUT ACIDS.

PERFORMANCE OBJECTIVE

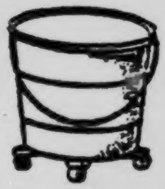
WHAT YOU WILL LEARN:

HOW TO WET MOP GREASE AND DIRT FROM A FLOOR.

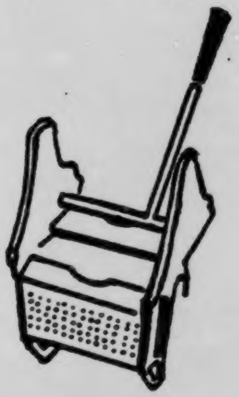
WHAT YOU WILL NEED:



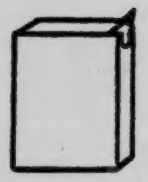
MOP



BUCKET



WRINGER



NEUTRAL SOAP

WHAT YOU MUST DO:

1. READ THE MODULE.
2. CHOOSE YOUR EQUIPMENT.
3. WET MOP GREASE AND DIRT FROM A FLOOR.

"TURN THE PAGE"

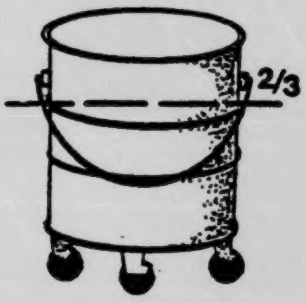
DO: GET AN EQUIPMENT CHECKLIST FOR THE FLOOR CARE UNIT.

DO: CHECK ALL THE EQUIPMENT YOU THINK YOU WILL NEED TO WET MOP A FLOOR.

CHECK: SHOW YOUR CHECK LIST TO YOUR INSTRUCTOR.

READ: 1. FILL ONE BUCKET 2/3 FULL WITH COLD WATER.

LOOK:

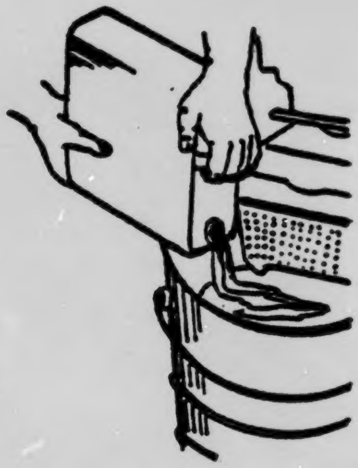


DO: DO JOB STEP 1.

"TURN THE PAGE"

READ: 2. ADD NEUTRAL SOAP TO THE WATER BUCKET. YOUR INSTRUCTOR WILL TELL YOU HOW MUCH SOAP TO PUT IN.

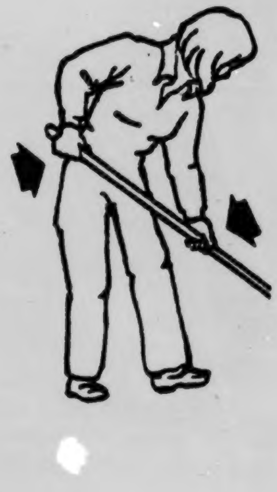
LOOK:



READ: 3. MOVE YOUR EQUIPMENT TO THE WORK AREA.

READ: 4. HOLD THE HANDLE OF THE MOP WITH ONE HAND NEAR THE TOP AND THE OTHER NEAR THE MIDDLE.

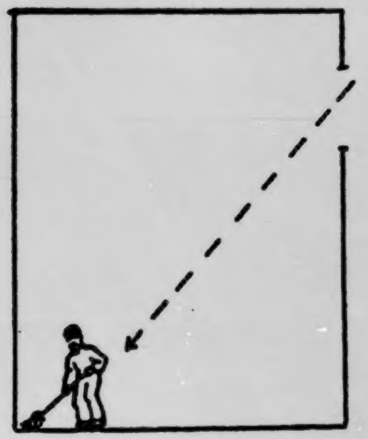
LOOK:



"TURN THE PAGE"

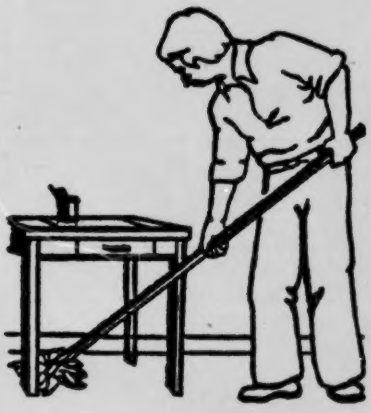
READ: 6. BEGIN MOPPING AT THE FARTHEST POINT FROM THE EXIT.

LOOK:



READ: 7. BE CAREFUL NOT TO SPLASH WALLS AND FURNITURE.

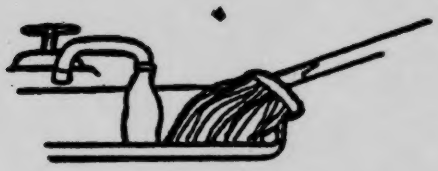
LOOK:



READ: 8. IF PLACES NEAR DOORS AND CORNERS ARE STILL DIRTY AFTER YOU MOP THEM, MOP THEM AGAIN. "TURN THE PAGE"

READ: 9. WHEN YOU ARE DONE, CLEAN YOUR EQUIPMENT.

LOOK:



DO: DO JOB STEP 9.

CHECK: ASK YOUR INSTRUCTOR TO LOOK AT YOUR CLEAN EQUIPMENT.

building maintenance & engineering

unit: FLOOR CARE

capital area career center

module: 2201 01 004 1 date: 12/8/76 level: 1

skill title: WET MOPPING TO DISINFECT

developed & written by: DWIGHT SMITH

visuals by: SANDRA STARNAMAN

WORD GUIDE

DISINFECTANT - A SOLUTION THAT KILLS GERMS.

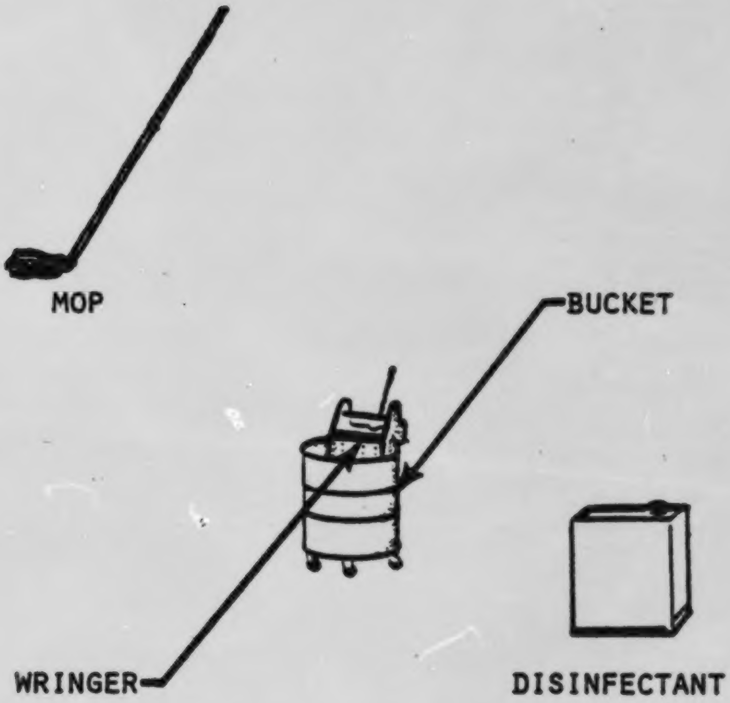
GERMS - THINGS SO SMALL YOU CAN'T SEE THEM. THEY MAKE PEOPLE SICK.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO DISINFECT A RESTROOM FLOOR.

WHAT YOU WILL NEED:



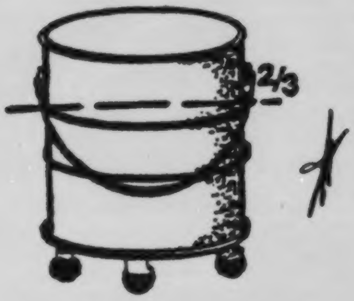
WHAT YOU MUST DO:

1. READ THIS MODULE.
2. CHOOSE YOUR EQUIPMENT.
3. MOP A RESTROOM FLOOR WITH DISINFECTANT AND WATER.

"TURN THE PAGE"

READ: 1. FILL A BUCKET 2/3 FULL WITH WATER.

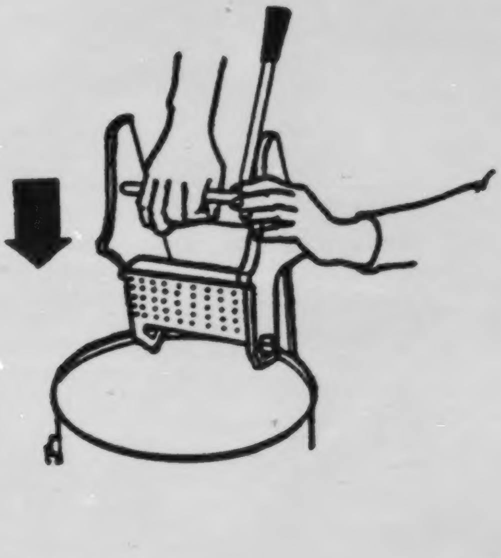
LOOK:



DO: DO JOB STEP 1.

READ: 2. PUT A WRINGER ON THE BUCKET.

LOOK:



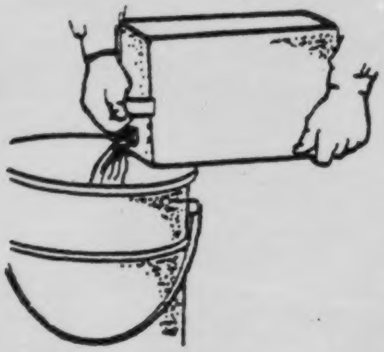
DO: DO JOB STEP 2.

CHECK: ASK YOUR INSTRUCTOR TO SEE WHAT YOU HAVE DONE.

"TURN THE PAGE"

READ: 3. ADD DISINFECTANT TO THE WATER.

LOOK:



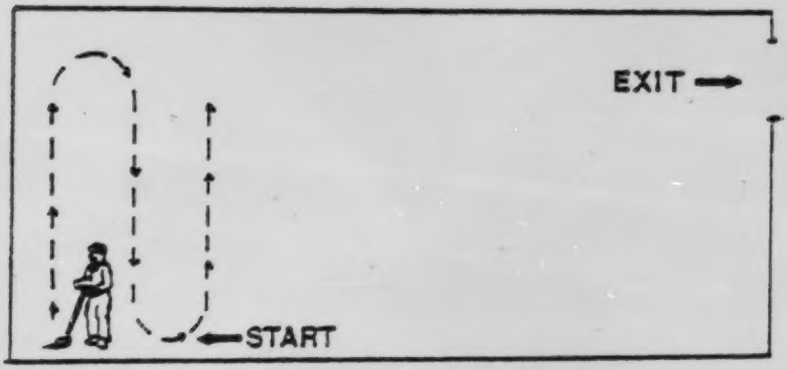
DO: ASK YOUR INSTRUCTOR HOW MUCH TO PUT IN.

READ: 4. MOVE YOUR EQUIPMENT TO THE RESTROOM THAT YOU WILL BE WORKING IN.

DO: DO JOB STEP 4. YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

READ: 5. BEGIN MOPPING IN AN AREA FARTHEST FROM YOUR EXIT.

LOOK:

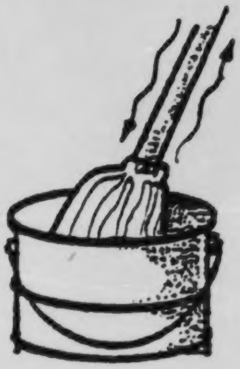


DO: DO JOB STEP 5.

"TURN THE PAGE"

READ: 6. DIP YOUR MOP UP AND DOWN IN THE BUCKET OF WATER.

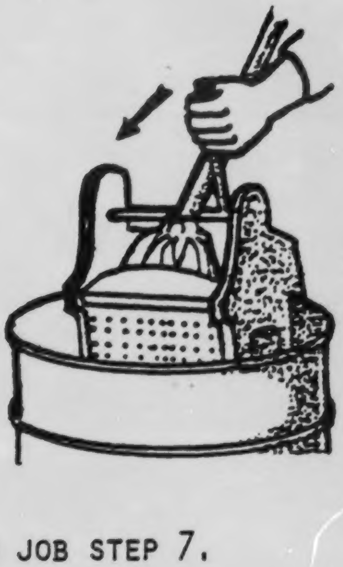
LOOK:

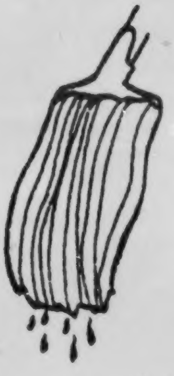


DO: Do JOB STEP 6.

READ: 7. WRING OUT A LITTLE WATER FROM THE MOP. IT MUST BE WET.

LOOK:





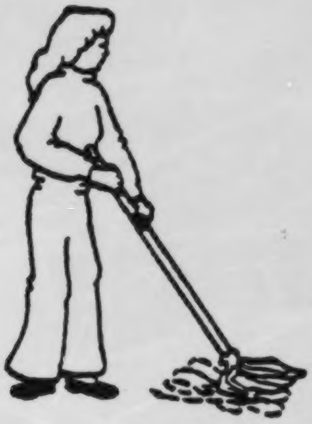
DO: Do JOB STEP 7.

CHECK: ASK YOUR INSTRUCTOR IF YOUR MOP IS O.K.

"TURN THE PAGE"

READ: 8. BEGIN MOPPING. USE A FIGURE 8 MOTION.

LOOK:

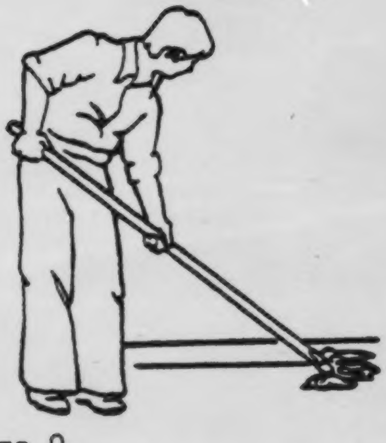


DO: JOB STEP 8.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU MOP.

READ: 9. BE SURE TO RUN YOUR MOP ALONG THE EDGES OF THE WALL.

LOOK:

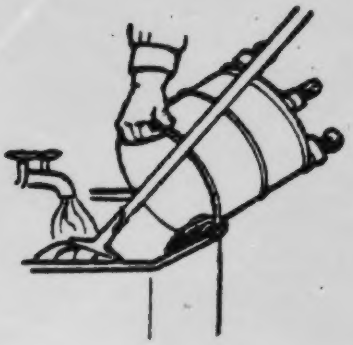


DO: DO JOB STEP 9.

"TURN THE PAGE"

READ: 10. When finished mopping, clean your equipment. Rinse your mop. Empty your bucket and rinse it.

LOOK:



DO: Do job step 10.

CHECK: Ask your instructor to look at your clean mop and bucket.

READ: 11. Put away all equipment.

DO: Do job step 11.

building maintenance & engineering

unit: Floor Care

capital area career center

module: 2201 01 005 1 date: 11/5/76 level: 2

skill title: Floor Stripping (Tile Floors)

developed & written by: Jack Helder

visuals by: Sandra Starnaman

WORD GUIDE

Strip - To remove wax from a floor.

Wringers - Used to squeeze water from mops which are attached to buckets.

Kick Pads - Steel wool pads used to rub out marks on floors.

PERFORMANCE OBJECTIVE

What You Will Learn:

How to strip old wax from a tile floor.

What You Will Need:

- 3 Mop Buckets
- 3 Wringers
- 3 Wet Mops
- Steel Wool Kick Pads
- Stripping Pad
- Scrub Brush
- Buffing Machine
- Wax Remover
- Rubber Overshoes
- Putty Knife

What You Must Do:

1) Read this module. Do the tasks.
2) Choose your equipment.
3) Strip old wax from a tile floor.

"Turn The Page"

JOB STEPS

READ: READ THE LIST OF EQUIPMENT YOU WILL NEED (PAGE 2).

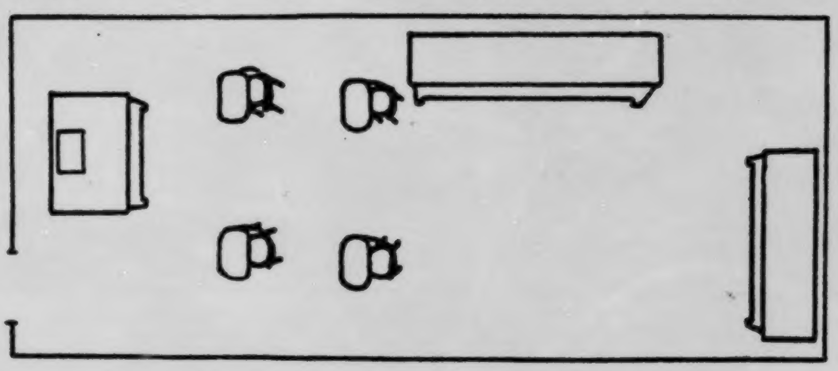
DO: ON YOUR EQUIPMENT CHECKLIST:

1) CHECK ALL THE EQUIPMENT YOU WILL NEED.
2) CIRCLE THE NUMBER OF EACH ITEM YOU WILL NEED.

CHECK: WHEN YOU THINK YOU HAVE CHECKED EVERYTHING YOU WILL NEED, TAKE YOUR CHECKLIST TO YOUR INSTRUCTOR.

READ: 1. DRAW A MAP OF THE AREA TO BE STRIPPED.

LOOK: EXAMPLE:



DO: YOUR INSTRUCTOR WILL TELL YOU WHAT AREA OR ROOM TO MAKE A MAP OF.

CHECK: WHEN YOU ARE FINISHED, SHOW YOUR MAP TO YOUR INSTRUCTOR.

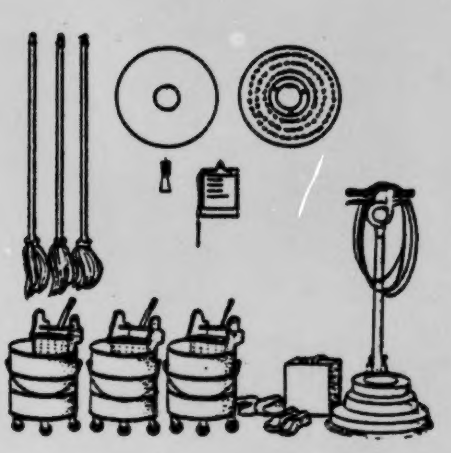
"TURN THE PAGE"

JOB STEPS

READ: 2. MOVE THE FURNITURE AWAY FROM THE AREA TO BE STRIPPED.

READ: 3. PUT TOGETHER ALL THE EQUIPMENT YOU WILL NEED TO STRIP A FLOOR.

LOOK:



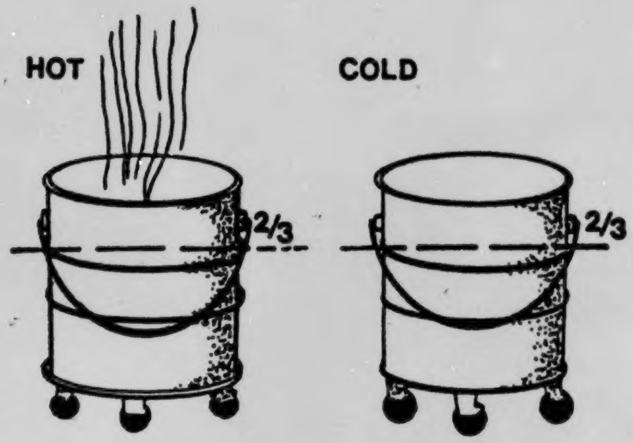
DO: Do Job Step 3.

CHECK: Use your checklist and the picture above to check your work.

JOB STEPS

READ: 4. Put hot water in one bucket: 2/3 full.
Put Cold water in second bucket: 2/3 full.

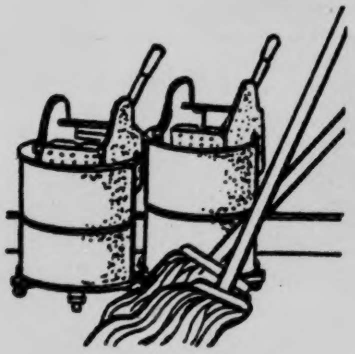
LOOK:



DO: Do Job Step 4.

READ: 5. Put a wringer on each bucket.

LOOK:



DO: Do Job Step 5.

"Turn The Page"

JOB STEPS

READ: 6. ASK YOUR INSTRUCTOR TO HELP YOU ADD WAX REMOVER TO THE HOT WATER.

DO: ASK YOUR INSTRUCTOR TO EXPLAIN HOW TO MEASURE THE RIGHT AMOUNT OF WAX REMOVER.

CHECK: YOUR INSTRUCTOR WILL NOW CHECK TO BE SURE YOU HAVE:

1) PUT TOGETHER ALL YOUR EQUIPMENT.
2) PUT WATER IN BUCKETS: 2/3 FULL.
3) PUT WRINGERS ON BUCKETS.

READ: 7. MOVE ALL EQUIPMENT TO THE AREA TO BE STRIPPED.

READ: 8. PUT A CLEAN MOP INTO THE HOT WATER BUCKET. DIP THE MOP UP AND DOWN IN THE WATER MANY TIMES. BE SURE THE MOP IS VERY WET.

DO: DO JOB STEP 8. THEN READ JOB STEP 9.

READ: 9. PUT THE WET MOP IN THE WRINGER. PUSH THE HANDLE DOWN A LITTLE TO SQUEEZE OUT A SMALL AMOUNT OF WATER.

DO AND CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 9 AND JOB STEP 10.

"TURN THE PAGE"

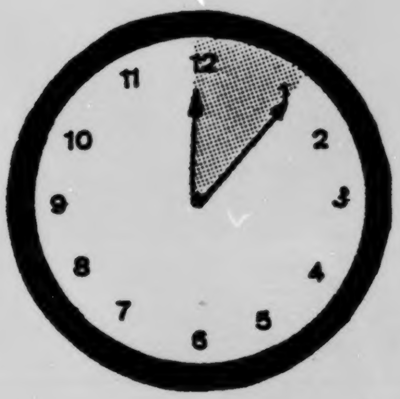
JOB STEPS

READ: 10. Mop the area with hot water. Leave the floor very wet. Use a putty knife to remove anything stuck to the floor.

DO AND CHECK: Do Job Step 10. Your instructor will help.

READ: 11. Let the solution remain on the floor for only 5 minutes.

LOOK:

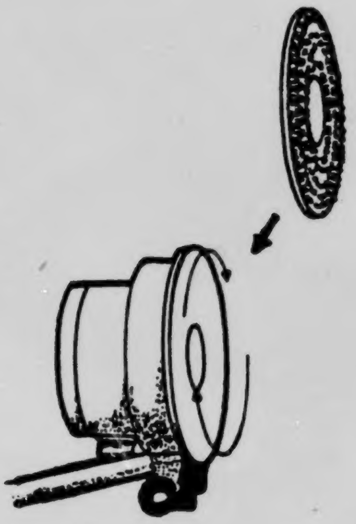


"Torn The Page"

JOB STEPS

READ: 12. ATTACH THE SCRUB BRUSH TO THE BUFFING MACHINE.

LOOK:



DO: DO JOB STEP 12.

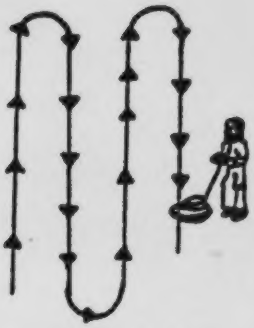
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 13. MOVE THE BUFFING MACHINE TO A PLACE FARTHEST FROM WHERE YOU WANT TO FINISH STRIPPING. BEGIN STRIPPING THE FLOOR. REMEMBER TO MOVE THE MACHINE SLOWLY FROM SIDE TO SIDE.

LOOK:



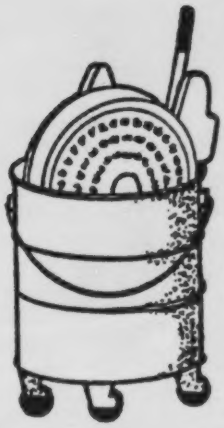
DO: DO JOB STEP 13. ASK YOUR INSTRUCTOR TO WATCH AS YOU BEGIN BUFFING.

"TURN THE PAGE"

JOB STEPS

READ: 14. WHEN YOU FINISH BUFFING, REMOVE THE SCRUB BRUSH AND THE STRIPPING PAD AND PUT THEM ON THE BUCKET WITH SOLUTION IN IT. THE BRUSH AND PAD MUST DRIP INTO THE BUCKET.

LOOK:



DO: Do Job Step 14 so that it looks like the picture above.

READ: 15. Using the second mop, and the second bucket, of water, wet mop the entire area with cold water. Mop away the wax remover solution. Do not splash on walls.

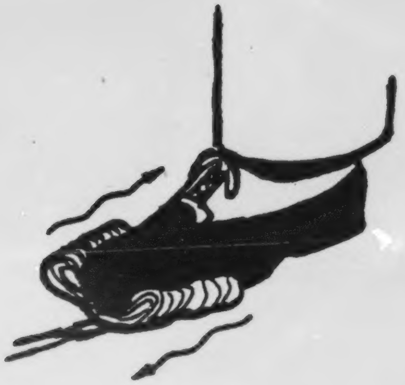
DO: Do Job Step 15.

"Turn The Page"

JOB STEPS

READ: 16. USE THE KICK PAD, OR CLEANING PAD TO REMOVE BLACK MARKS FROM THE FLOOR.

LOOK:



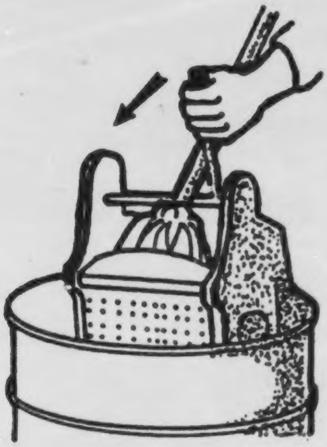
READ: 17. FILL THE EMPTY BUCKET 2/3 FULL WITH COLD WATER. WET MOP THE AREA AGAIN. DO NOT SPLASH WALLS.

DO: DO JOB STEP 17.

JOB STEPS

READ: 18. DAMP MOP THE AREA. THE MOP MUST NOT BE VERY WET. PUSH DOWN THE WRINGER HANDLE ALL THE WAY.

LOOK:



DO: Do Job Step 18.

CHECK: Ask your instructor to watch as you damp mop. He will help you inspect the floor.

READ: 19. When the floor is dry, inspect the entire floor to be sure that all the old wax has been removed.

CHECK: Ask your instructor to help you inspect the floor.

"Turn The Page"

READ: 20. WIPE ANY SPLASH MARKS FROM WALLS, BASEBOARDS, OR FURNITURE. USE A DAMP CLOTH.

DO: DO JOB STEP 20.

READ: 21. RETURN ALL EQUIPMENT TO THE STORAGE AREA. BE SURE THAT ALL EQUIPMENT IS CLEANED.

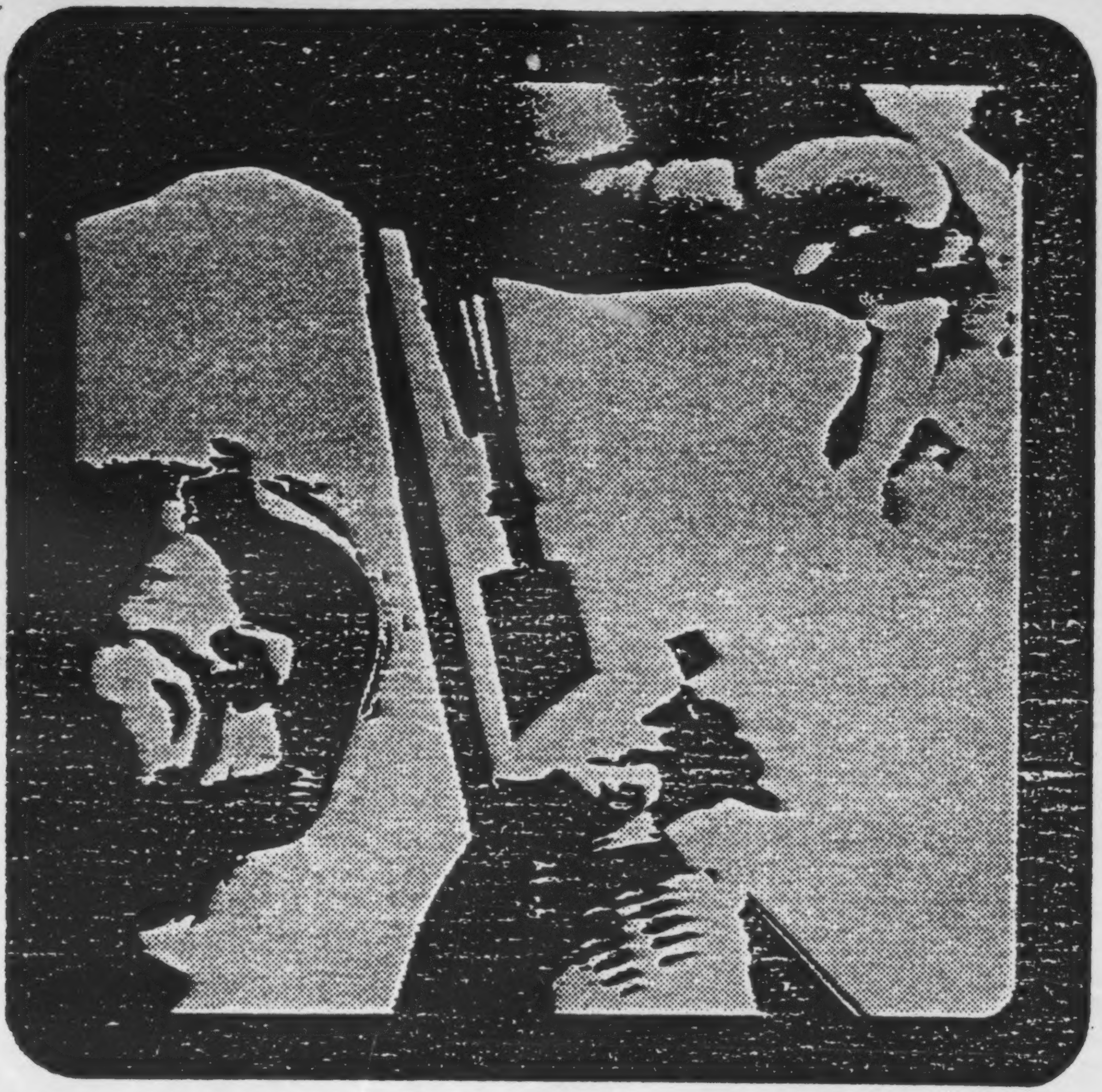
YOU HAVE FINISHED READING AND DOING THE JOB STEPS FOR STRIPPING A TILE FLOOR.

DO: NOW DO THE FOLLOWING:

1. PUT AWAY THE EQUIPMENT CHECKLIST THAT YOU USED FOR THE JOB STEPS.
2. GET A NEW EQUIPMENT CHECKLIST.
3. DO NOT LOOK AT THE MODULE OR THE USED CHECKLIST.
4. CHECK THE EQUIPMENT AND NUMBER OF EACH PIECE OF EQUIPMENT THAT YOU WILL NEED TO STRIP A TILE FLOOR.

REMEMBER: DO NOT LOOK AT THE MODULE OR AT THE USED CHECKLIST.

CHECK: WHEN YOU THINK YOU HAVE CHECKED ALL THE EQUIPMENT AND THE RIGHT NUMBERS, TAKE YOUR NEW CHECKLIST TO YOUR INSTRUCTOR.



building maintenance & engineering

unit: FLOOR CARE

capital area career center

module: 2201 01 006 1 date: 12-6-76 level:

skill title: WAXING FLOORS

developed & written by: DWIGHT SMITH

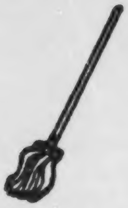
visuals by: SANDRA STARNAMAN

PERFORMANCE OBJECTIVE

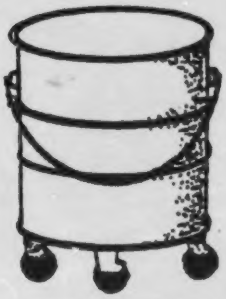
WHAT YOU WILL LEARN:

How to wax a floor.

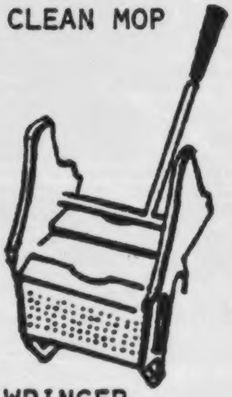
WHAT YOU WILL NEED:



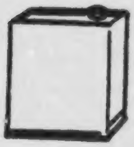
CLEAN MOP



MOP BUCKET



WRINGER



FLOOR WAX

WHAT YOU MUST DO:

1. Read this module.
2. Choose your equipment.
3. Wax a floor area.

"Turn the page"

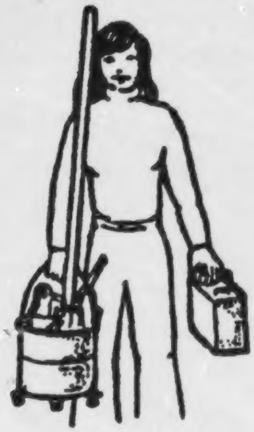
JOB STEPS

READ: 1. BE SURE THAT THE FLOOR AREA HAS BEEN CLEANED. NO WAX SHOULD BE PUT ON A FLOOR THAT HAS NOT BEEN DAMP MOPPED, OR WET MOPPED, OR STRIPPED.

CHECK: YOUR INSTRUCTOR WILL TELL YOU IF THE FLOOR IS READY TO BE WAXED.

READ: 2. GET ALL THE EQUIPMENT YOU WILL NEED.

LOOK:



DO: DO JOB STEP 2. USE YOUR EQUIPMENT CHECKLIST TO BE SURE THAT YOU HAVE EVERYTHING YOU WILL NEED.

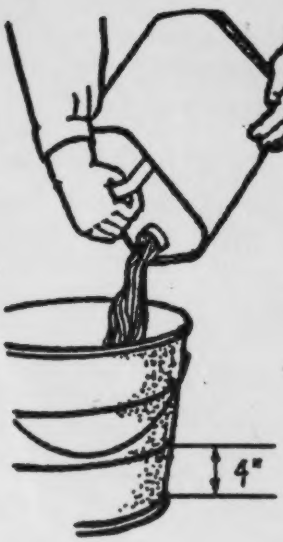
CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOU HAVE ALL EQUIPMENT.

"TURN THE PAGE"

JOB STEPS

READ: 3. POUR 4 INCHES OF WAX INTO YOUR MOP BUCKET.

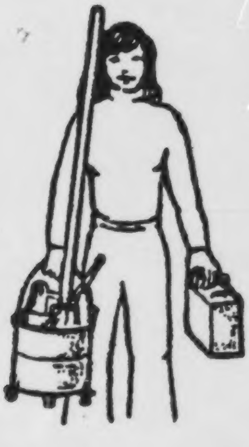
LOOK:



DO: ASK YOUR INSTRUCTOR TO HELP YOU DO JOB STEP 3.

READ: 4. MOVE ALL EQUIPMENT TO THE WORK AREA.

LOOK:



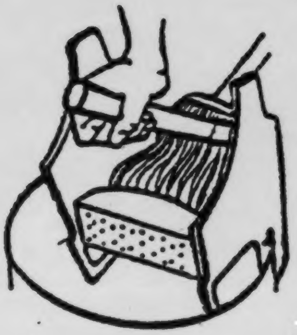
"TURN THE PAGE"

DO: DO JOB STEP 4.

JOB STEPS

READ: 5. PUT YOUR MOP INTO THE BUCKET OF WAX. THEN WRING OUT THE WAX. PUSH THE WRINGER HANDLE ABOUT 1/2 WAY DOWN. YOUR MOP SHOULD NOT DRIP WAX WHEN YOU TAKE IT OUT OF THE WRINGER.

LOOK:

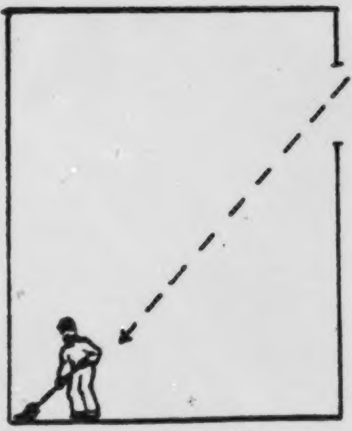


DO: DO JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOU HAVE DONE JOB STEP 5 IN THE RIGHT WAY.

READ: 6. BEGIN WAXING AT A POINT FARTHEST FROM YOUR EXIT.

LOOK:

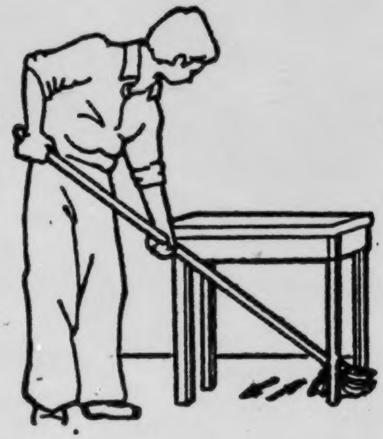


DO: DO JOB STEP 6.

JOB STEPS

READ: 7. FIRST WAX ALONG THE OUTER EDGE OF AN AREA. ALSO WAX AROUND FURNITURE THAT IS STILL IN THE AREA. BE SURE NOT TO SPLASH WAX.

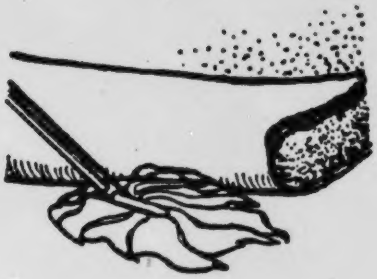
LOOK:



DO: Do JOB STEP 7.

READ: 8. LIFT UP AND PULL BACK ANY RUGS IN THE AREA. WAX AROUND THE EDGES.

LOOK:



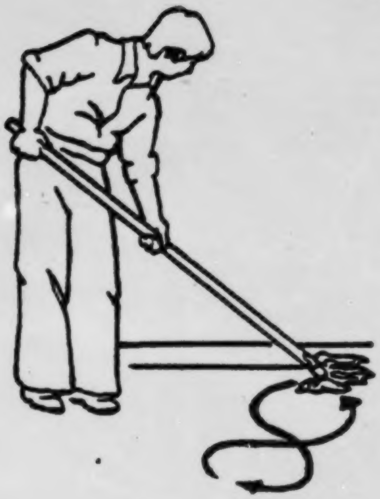
DO: Do JOB STEP 3.

"TURN THE PAGE"

JOB STEPS

READ: 9. PUT THE WAX ON OTHER AREAS BY USING A FIGURE 8 MOTION WITH YOUR MOP.

LOOK:



DO: Do JOB STEP 9.

CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU PUT ON THE WAX.

READ: 10. PUT MORE WAX ON YOUR MOP AS NEEDED. YOU MUST APPLY THE SAME AMOUNT OF WAX ALL OVER.

READ: 11. IF A SECOND COAT OF WAX IS NEEDED, DO NOT APPLY WAX AROUND OUTER EDGES LIKE YOU DID IN STEP 7.

READ: 12. RETURN ALL EQUIPMENT TO THE STORAGE AREA.

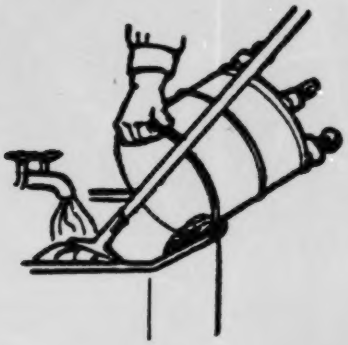
DO: Do JOB STEP 12.

"TURN THE PAGE"

JOB STEPS

READ: 13. RINSE OUT YOUR MOP AND BUCKET WITH WARM WATER. BE SURE YOUR MOP IS AS DRY AS POSSIBLE AFTER WRINGING.

LOOK:



DO: Do JOB STEP 13.

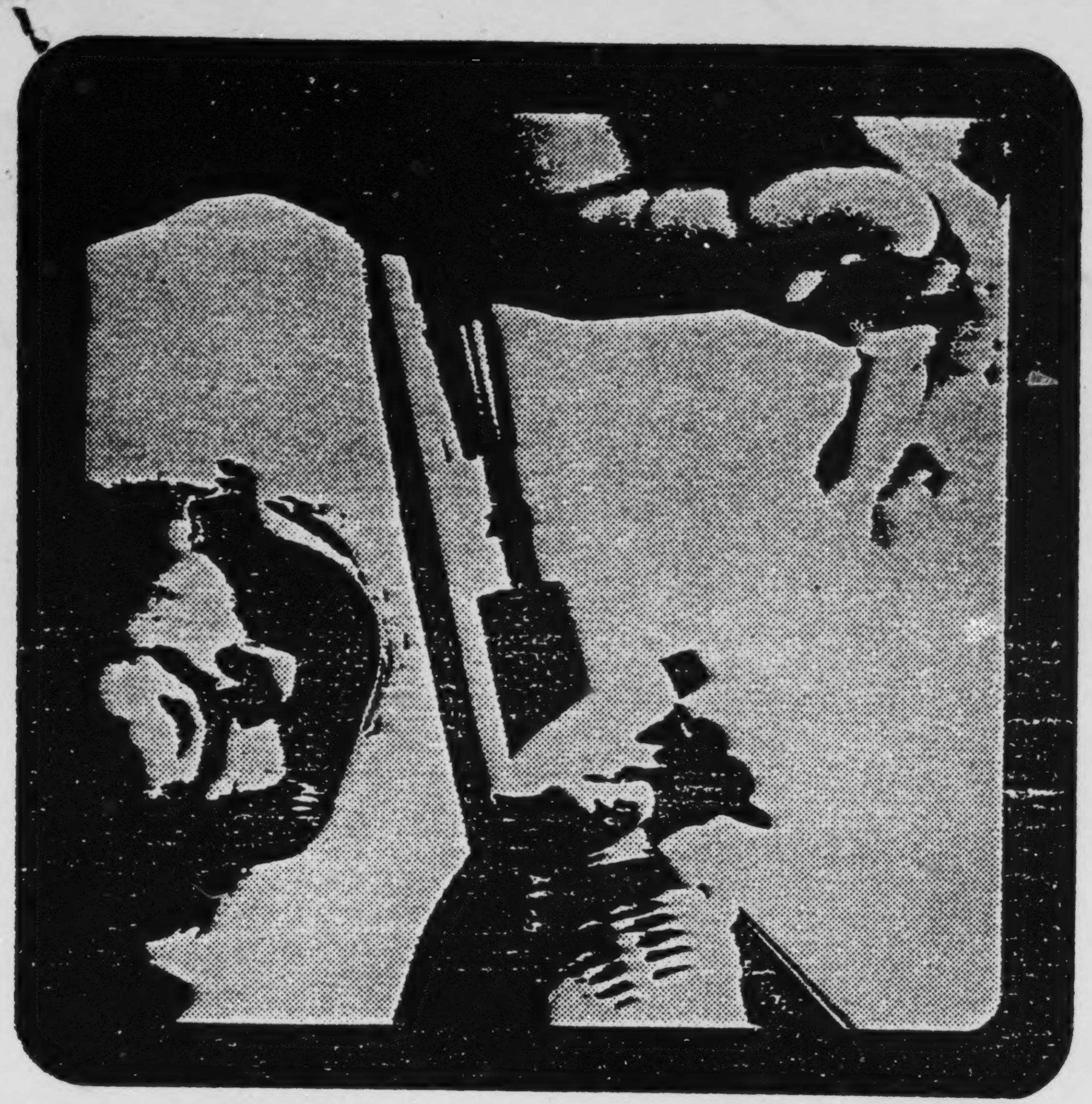
CHECK: ASK YOUR INSTRUCTOR TO SEE YOUR MOP AND BUCKET.

READ: 14. WHEN WAX IS DRY, REPLACE RUGS AND FURNITURE.

READ: HOW MANY INCHES OF WAX DO YOU PUT IN YOUR BUCKET WHEN WAXING A FLOOR?

DO: Do JOB STEP 14.

CHECK: TELL YOUR INSTRUCTOR THE ANSWER.



building maintenance & engineering

unit: FLOOR CARE

capital area career center

module: 2201 01 007 1 date: 12-08-76 level: 1

skill title: SPRAY BUFFING

developed & written by: DWIGHT SMITH

visuals by: SANDY STARNAMAN

HIGH TRAFFIC AREAS - AREAS LIKE DOORWAYS AND CORNERS THAT ARE OFTEN WALKED ON.

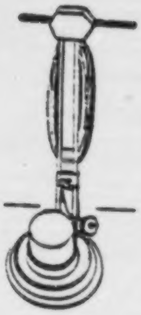
SCUFFS - SHOE MARKS OR FURNITURE SCRATCHES.

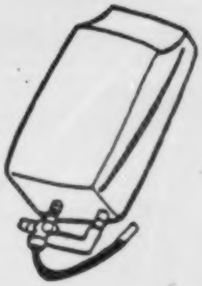
PERFORMANCE OBJECTIVE

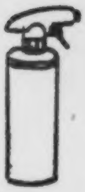
WHAT YOU WILL LEARN:

HOW TO SPRAY BUFF A FLOOR.

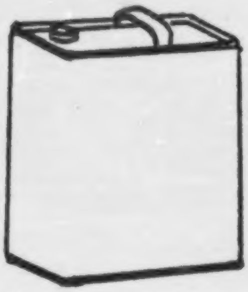
WHAT YOU WILL NEED:



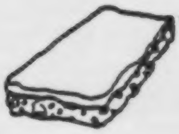




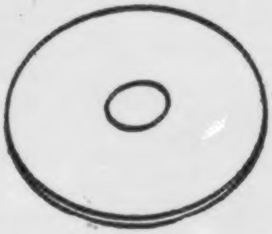
FLOOR BUFFER SPRAY ATTACHMENT OR SPRAY BOTTLE



FLOOR WAX



STEEL WOOL KICK PAD



BUFFING PAD

WHAT YOU MUST DO:

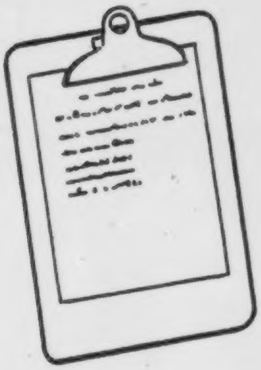
1. READ THIS MODULE.
2. DO THE STEPS.
3. SPRAY BUFF HIGH TRAFFIC AREAS. REMOVE SCUFFS AND BLACK MARKS.

"TURN THE PAGE"

JOB STEPS

READ: ON YOUR EQUIPMENT CHECKLIST, CHECK THE EQUIPMENT YOU WILL NEED TO SPRAY BUFF A FLOOR.

LOOK:

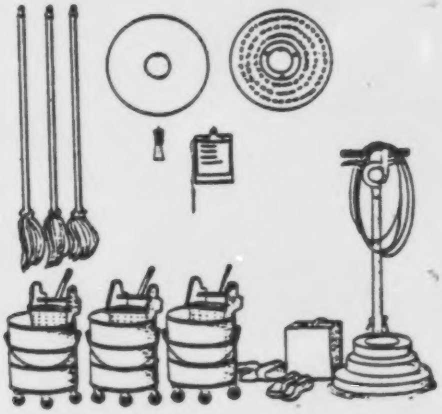


DO: CHECK THE EQUIPMENT.

CHECK: AFTER YOU HAVE CIRCLED THE EQUIPMENT, TAKE YOUR CHECKLIST TO YOUR INSTRUCTOR.

READ: 1. GET THE EQUIPMENT YOU WILL NEED. USE YOUR EQUIPMENT CHECKLIST.

LOOK:



DO: DO JOB STEP 1.

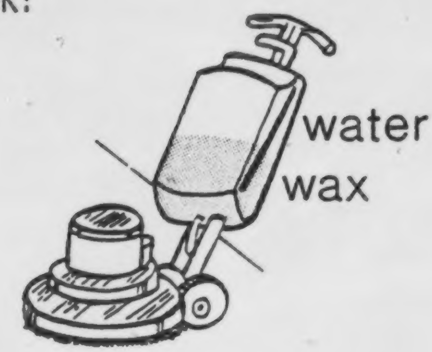
CHECK: ASK YOUR INSTRUCTOR IF YOU HAVE ALL THE EQUIPMENT.

"TURN THE PAGE"

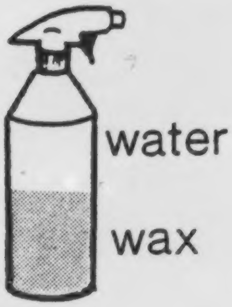
READ: 2. IF YOU WILL BE USING A SPRAY ATTACHMENT FOR THE FLOOR BUFFER, FILL THE BOTTLE HALF WITH WATER AND HALF WITH WAX.

IF YOU WILL BE USING A SPRAY BOTTLE, FILL HALF WITH WATER AND HALF WITH WAX.

LOOK:



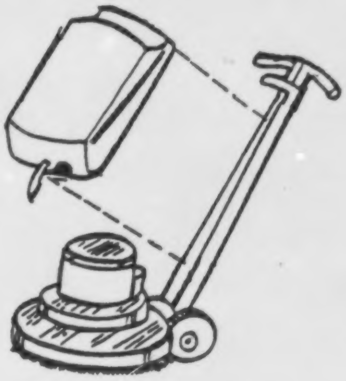
LOOK:



DO: ASK YOUR INSTRUCTOR TO HELP YOU DO JOB STEP 2.

READ: 3. PUT THE SPRAY ATTACHMENT ON THE FLOOR BUFFER.

LOOK:



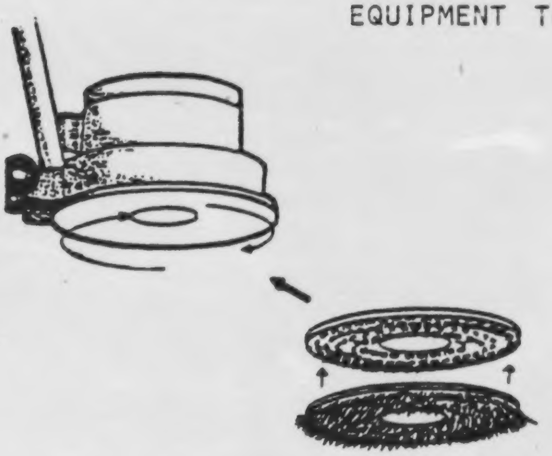
DO: DO JOB STEP 3, UNLESS YOU USE A SPRAY BOTTLE.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

READ: 5. ATTACH THE SPRAY BUFF PAD TO THE BRUSH. THEN, ATTACH THE BRUSH TO THE MACHINE. TAKE EQUIPMENT TO WORK AREA.

LOOK:

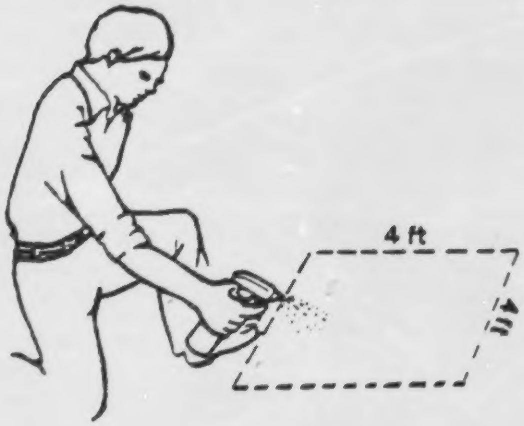


DO: DO JOB STEP 5. YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

CHECK: ASK YOUR INSTRUCTOR TO LOOK AT YOUR WORK.

READ: 6. SPRAY WATER AND WAX SOLUTION ON THE AREA. NEVER DO MORE THAN AN AREA 4 FEET BY 4 FEET AT ONE TIME.

LOOK:



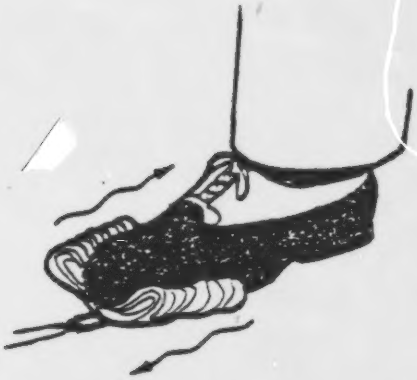
FINE MIST

DO: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 6.

"TURN THE PAGE"

READ: 7. IF THE FLOOR HAS BLACK MARKS, REMOVE THEM WITH THE WOOL KICK PAD. THEN BUFF OVER IT.

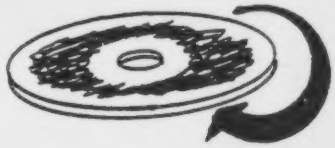
LOOK:



DO: DO JOB STEP 7.

READ: 3. TURN YOUR PAD OVER IF IT GETS DIRTY ON THE BOTTOM.

LOOK:

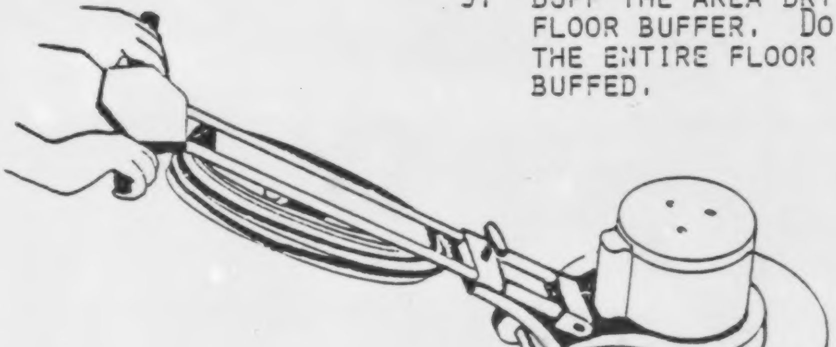


DO: CHANGE YOUR PAD OVER TO THE OTHER SIDE.

CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 3.

READ: 9. BUFF THE AREA DRY WITH THE FLOOR BUFFER. DO THIS UNTIL THE ENTIRE FLOOR IS SPRAY BUFFED.

LOOK:



"TURN THE PAGE"

READ: 10. DUST MOP THE AREA YOU HAVE BUFFED. IF YOU DON'T KNOW HOW TO DUST MOP, READ MODULE 2201 01 001 1.

READ: 11. RETURN ALL EQUIPMENT TO THE STORAGE AREA.

DO: DO JOB STEP 11.

READ: 12. RINSE OUT THE SPRAY BOTTLE ATTACHMENT OR SPRAY BOTTLE.

DO: DO JOB STEP 12.

READ: 13. IF THE BUFFING PADS ARE VERY DIRTY, WASH THEM WITH HOT WATER. THEN HAND THEM UP TO DRY. THEY MUST DRY OVERNIGHT.

DO: DO JOB STEP 13.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

building maintenance & engineering

unit: Floor Care

capital area career center

module: 2201 01 008 1 date: 12/7/76 level:

skill title: Sealing A Floor (Resilient Floors)

developed & written by: Dwight Smith

visuals by: Sandra Starnaman

WORD GUIDE

SEALER - USED TO PROTECT TILE FLOORS FROM MARKS AND WATER.

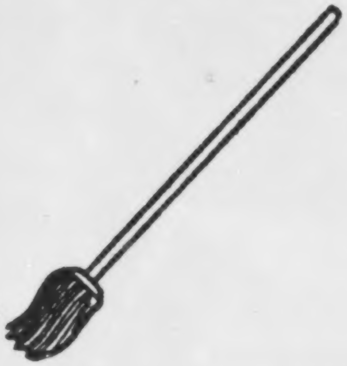
STREAKS - LONG WATER MARKS.

PERFORMANCE OBJECTIVE

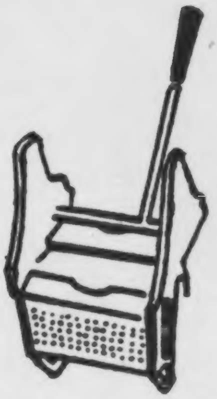
WHAT YOU WILL LEARN:

HOW TO SEAL A TILE FLOOR.

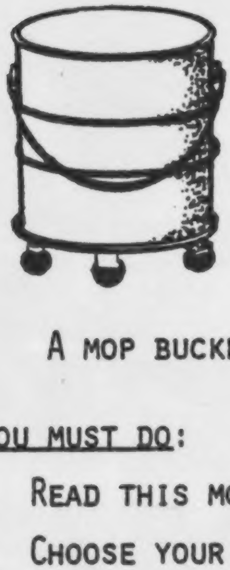
WHAT YOU WILL NEED:



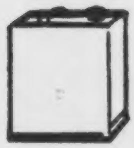
A CLEAN MOP AND HANDLE



WRINGER



A MOP BUCKET



FLOOR SEALER

WHAT YOU MUST DO:

1. READ THIS MODULE.
2. CHOOSE YOUR EQUIPMENT
3. PUT SEALER ON A TILE FLOOR SO THAT THERE ARE NO STREAKS OR BUBBLES.

"TURN THE PAGE"

JOB STEPS

READ: 1. BEFORE SEALING A FLOOR, YOU MUST BE SURE THAT IT HAS BEEN STRIPPED.

CHECK: HAS THE FLOOR BEEN STRIPPED? IF YOU DO NOT KNOW, ASK YOUR INSTRUCTOR.

DO YOU KNOW HOW TO STRIP A FLOOR? (IF NOT, ASK YOUR INSTRUCTOR IF YOU MUST WATCH MODULE 2201 01 005E SLIDETAPE.)

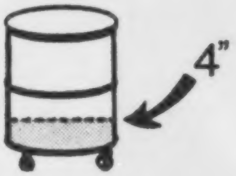
READ: 2. CHOOSE THE EQUIPMENT YOU WILL NEED. USE YOUR EQUIPMENT CHECKLIST. CIRCLE THE EQUIPMENT YOU WILL NEED.

DO: DO JOB STEP 2.

CHECK: ASK YOUR INSTRUCTOR TO LOOK AT YOUR CHECKLIST.

READ: 3. POUR ABOUT 4 INCHES OF SEALER INTO YOUR BUCKET.

LOOK:



DO: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 3.

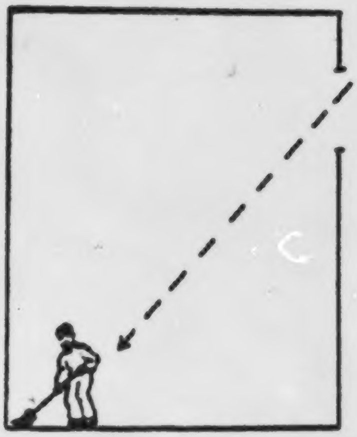
"TURN THE PAGE"

JOB STEPS

READ: 4. TAKE YOUR EQUIPMENT TO THE WORK AREA.

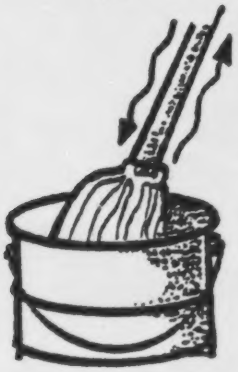
READ: 5. BEGIN AT THE FARTHEST POINT FROM YOUR EXIT.

LOOK:



READ: 6. DIP YOUR MOP UP AND DOWN IN THE SEALER UNTIL YOU ARE SURE IT IS FULLY WET.

LOOK:

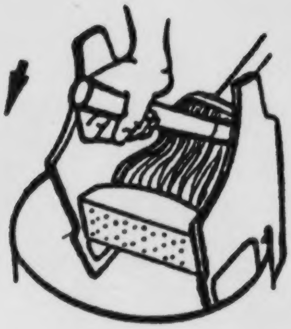


DO: DO JOB STEP 6.

"TURN THE PAGE"

READ: 7. SQUEEZE OUT A SMALL AMOUNT OF THE SEALER.

LOOK:



DO: DO JOB STEP 7.

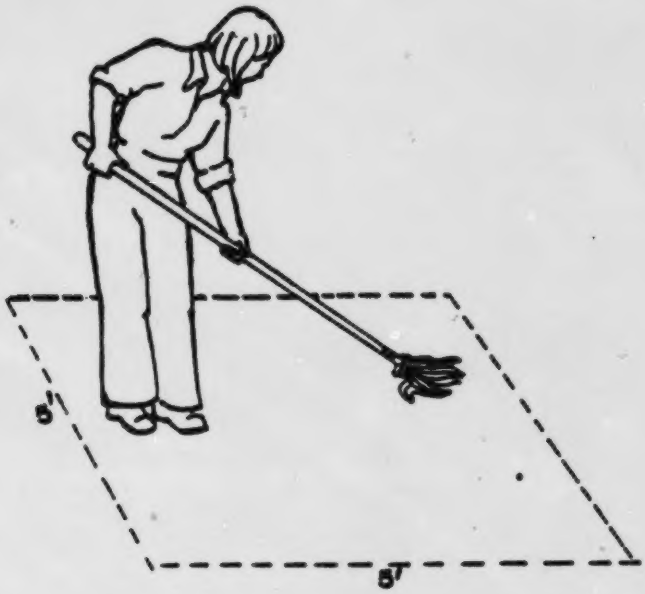
CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEPS 6 AND 7.

"TURN THE PAGE"

JOB STEPS

READ: 8. APPLY LOTS OF SEALER TO THE WORK AREA. DO NOT WORK ON AN AREA LARGER THAN 25 SQUARE FEET AT ONE TIME.

LOOK:



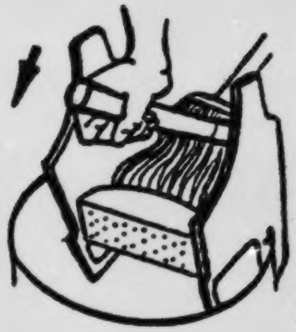
DO: DO JOB STEP 8.

CHECK: ASK YOUR INSTRUCTOR IF YOUR AREA IS THE RIGHT SIZE.

"TURN THE PAGE"

READ: 9. AFTER YOU HAVE APPLIED THE SEALER TO THE AREA, RETURN TO YOUR BUCKET. SQUEEZE OUT YOUR MOP AS MUCH AS POSSIBLE.

LOOK:



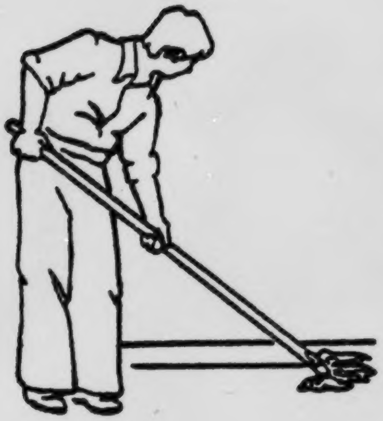
DO: DO JOB STEP 9.

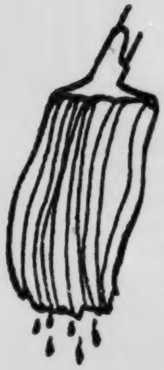
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR MOP.

"TURN THE PAGE"

READ: 10. Using your mop, pick up the sealer that remains on the floor. Squeeze out your mop each time that it becomes wet with sealer. It is wet when it drips.

LOOK:





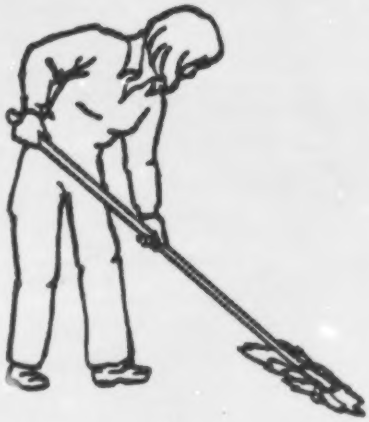
DO: Do job step 10.

CHECK: Ask your instructor to show you when to wring out your mop.

"Turn the page"

READ: 11. REPEAT JOB STEPS 7 THROUGH 10 UNTIL YOU HAVE COVERED THE ENTIRE FLOOR.

LOOK:



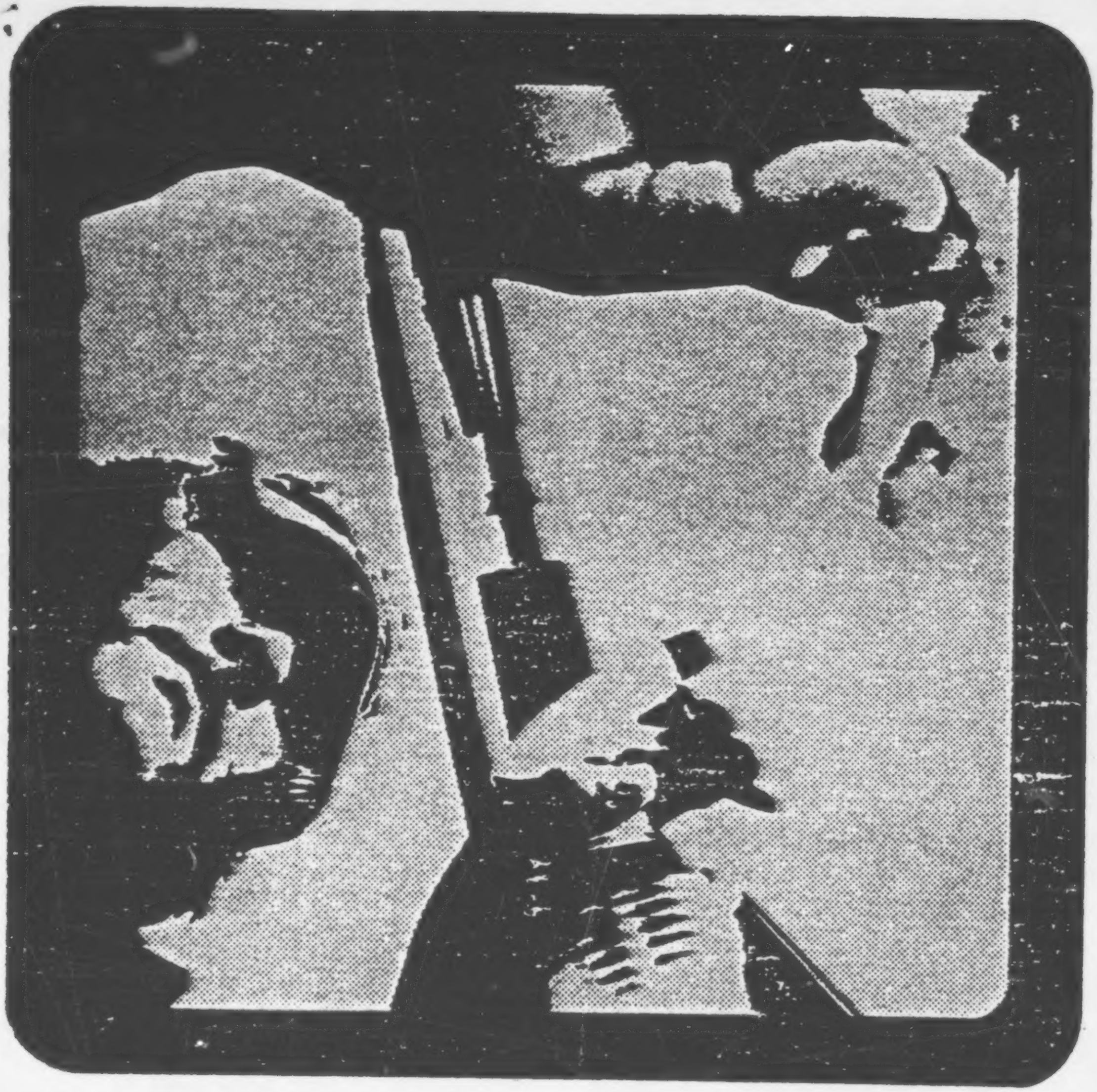
READ: 12. RETURN THE EQUIPMENT TO THE STORAGE AREA.

DO: DO JOB STEP 12.

READ: 13. RINSE OUT YOUR MOP AND MOP BUCKET IN WARM WATER.

DO: DO JOB STEP 13.

"TURN THE PAGE"



building maintenance & engineering

unit: Floor Care

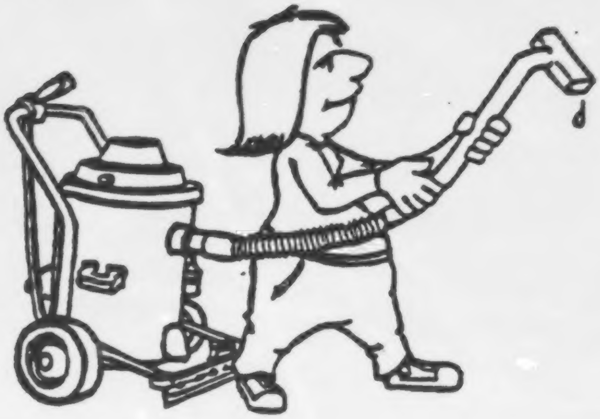
capital area career center

module: 2201 01 01J 1 date: 12-07-76 level:

skill title: Operation and Use of Wet Vacuum

developed & written by: Lester Schick

visuals by: Bill Draper



WORD GUIDE

WAND - An attachment which is used like a long handle.

SQUEEGEE - A rubber blade to pull water across a smooth surface.

PERFORMANCE OBJECTIVE

What you will learn:

To remove water from floors using a wet vacuum.

What you will need:

Wet Vacuum

Wand

Floor Tool Attachment

Vacuum Hose

What you must do:

1. Read this module. Do the job steps.
2. Choose your equipment.
3. Wet vacuum a floor.

"Turn the page"

READ: Read the list of equipment you will need. (Page 2)

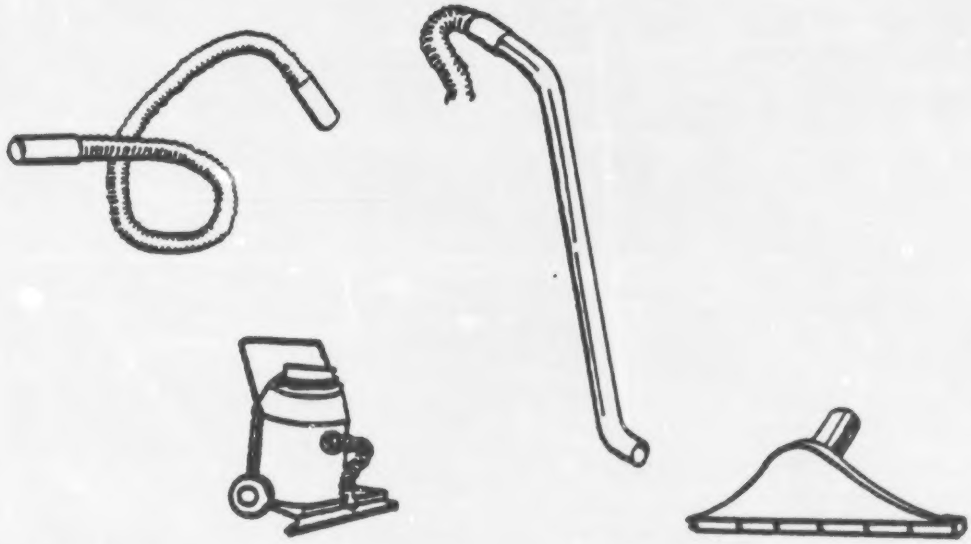
DO: On your EQUIPMENT CHECKLIST:

1. Check all the equipment you will need.

CHECK: When you think you have checked everything you will need, take the checklist to your instructor.

READ: 1. Get all equipment you need for the job.

LOOK:



DO: Do job step 1.

CHECK: Use your checklist and picture above to check your work.

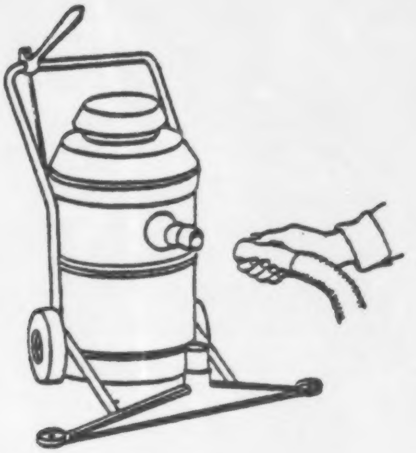
"Turn the page"

READ: 2. MOVE ALL EQUIPMENT TO THE WORK AREA.

DO: DO JOB STEP 2. YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

READ: 3. ATTACH THE VACUUM HOSE TO THE WET VACUUM TANK.

LOOK:

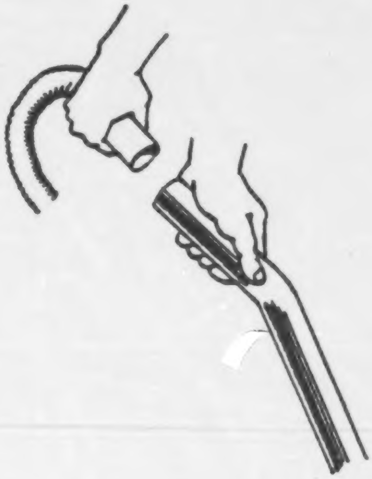


DO: DO JOB STEP 3.

"TURN THE PAGE"

READ: 4. ATTACH THE OTHER END OF THE HOSE TO THE HANDLE OF THE WAND.

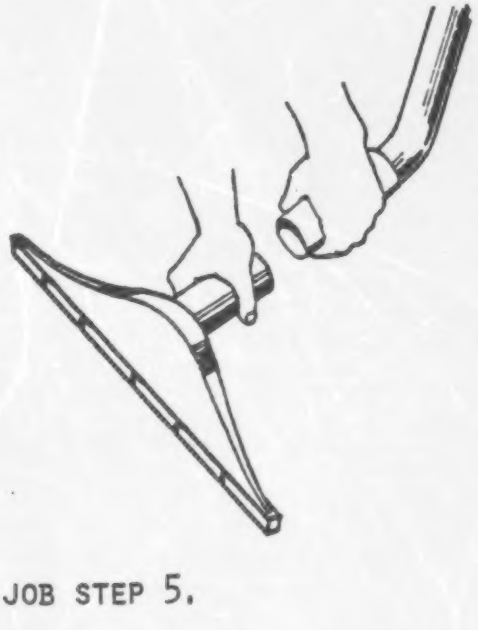
LOOK:



DO: DO JOB STEP 4.

READ: 5. ATTACH THE FLOOR SQUEEGEE TOOL TO THE OTHER END OF THE WAND.

LOOK:



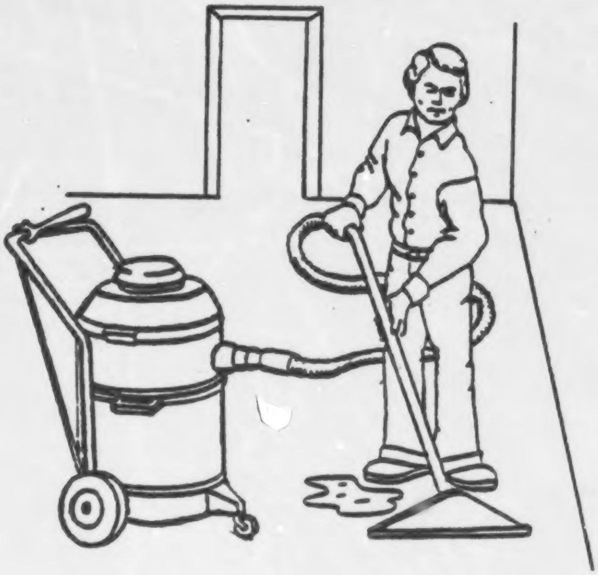
DO: DO JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

READ: 6. BEGIN WORK AT THE FAR END OF THE WORK AREA.

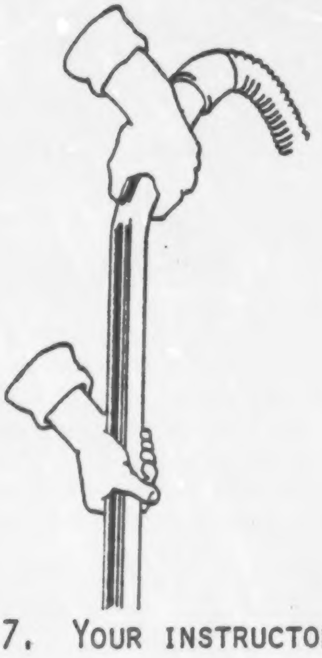
LOOK:



DO: DO JOB STEP 6.

READ: 7. PUT YOUR HAND JUST ABOVE THE CURVE AT THE TOP OF THE WAND. PUT YOUR OTHER HAND ABOUT 12 INCHES TO 18 INCHES LOWER.

LOOK:

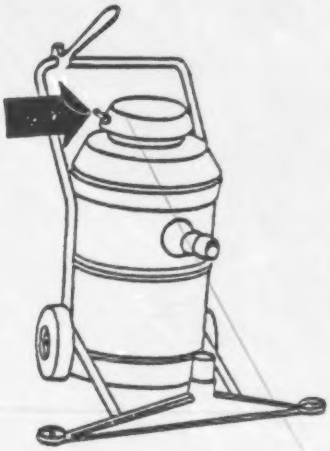


DO: DO JOB STEP 7. YOUR INSTRUCTOR WILL WATCH.

"TURN THE PAGE"

READ: 8. START THE MACHINE.

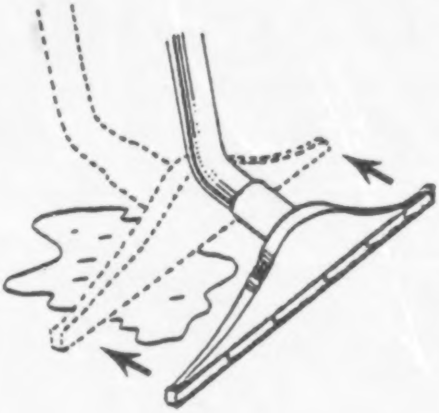
LOOK:



DO: Do job step 8.

READ: 9. PLACE THE FLOOR TOOL ON THE OTHER SIDE OF THE SOLUTION ON THE FLOOR. PULL THE FLOOR TOOL TOWARDS YOU.

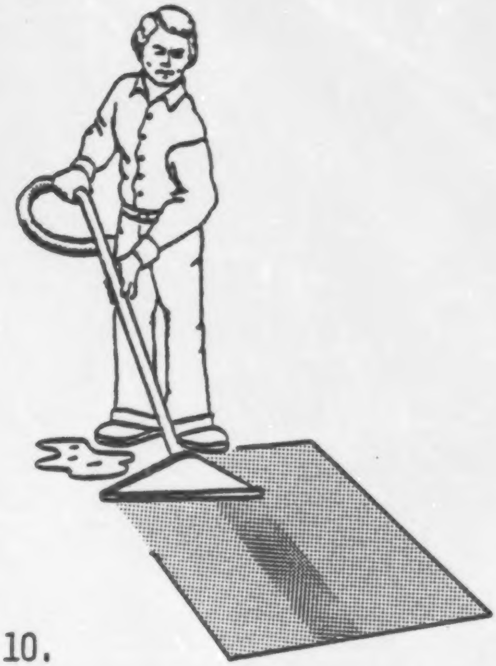
LOOK:



DO: Do job step 9. Then read job step 10. "Turn the page"

READ: 10. OVERLAP EACH STROKE.

LOOK:

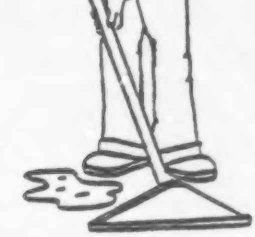


DO: DO JOB STEP 10.

CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO STEPS 9 AND 10.

READ: 11. REPEAT STEPS 9 AND 10 UNTIL YOU HAVE WET VACUUMED THE ENTIRE AREA.

LOOK:



DO: DO JOB STEP 11. THEN READ JOB STEP 12. "TURN THE PAGE"

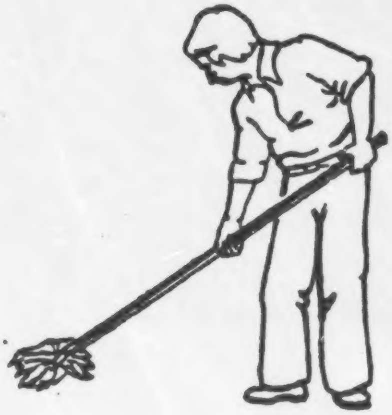
WORD GUIDE 9

STREAKS - LONG LINES OR STRIPES.

JOB STEPS

READ: 12. DAMP MOP THE FLOOR TO REMOVE STREAKS. (SEE MODULE ON DAMP MOPPING 2201 01 2).

LOOK:



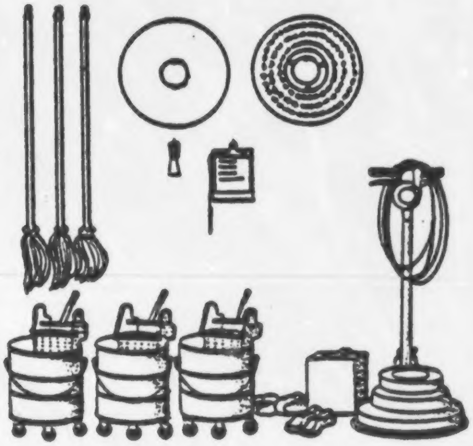
DO: DO JOB STEP 12.

CHECK: ASK YOUR INSTRUCTOR TO LOOK AT YOUR WORK.

"TURN THE PAGE"

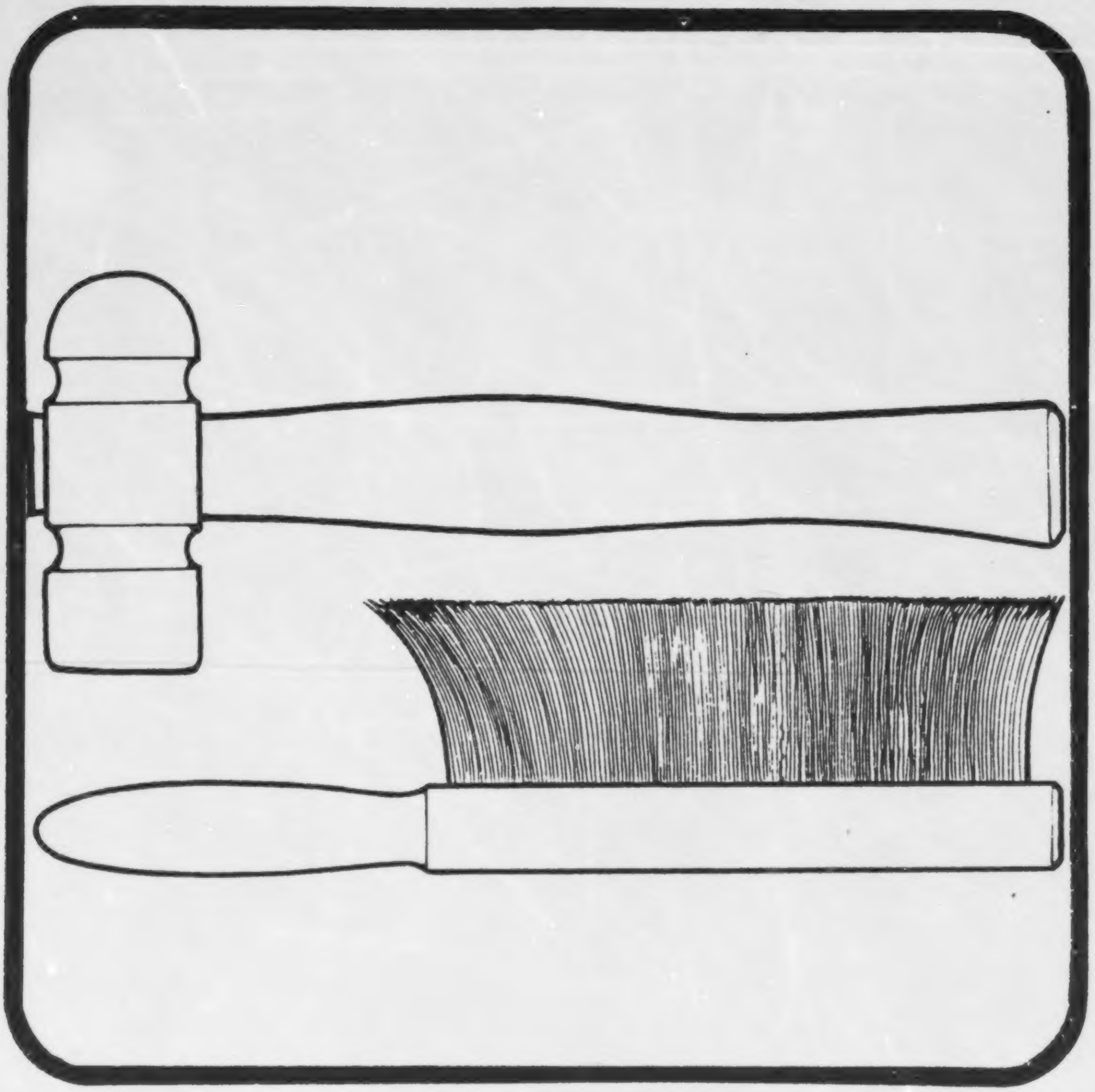
READ: 13. RETURN ALL EQUIPMENT TO THE STORAGE AREA. BE SURE THAT ALL EQUIPMENT IS CLEANED.

LOOK:



DO: DO JOB STEP 13.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.



building maintenance & engineering

unit: FLOOR CARE

capital area career center

module: 2201 01 012 1 date: DECEMBER 1977 level:

skill title: USE OF AN AUTOMATIC FLOOR MACHINE

developed & written by: LESTER SHICK

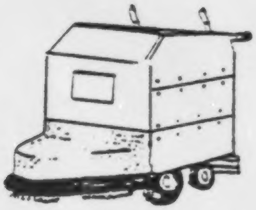
visuals by: SANDRA STARNAMAN

PERFORMANCE OBJECTIVE

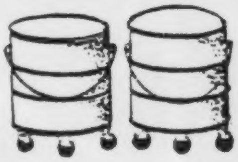
WHAT YOU WILL LEARN:

TO STRIP OR LIGHT SCRUB A FLOOR USING AN AUTOMATIC FLOOR MACHINE.

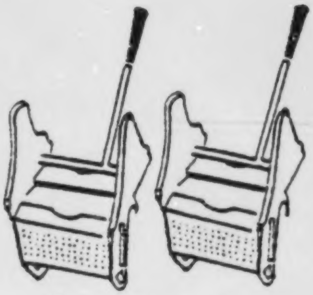
WHAT YOU WILL NEED:



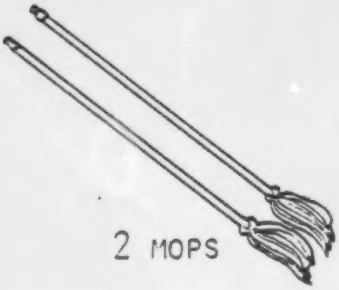
AUTOMATIC FLOOR MACHINE



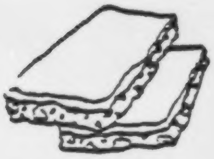
2 BUCKETS



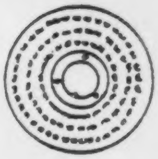
2 WRINGERS



2 MOPS



STEEL WOOL KICK PADS



STRIPPING PADS

WAX REMOVER

LIGHT SCRUB SOAP

"TURN THE PAGE"

WHAT YOU MUST DO:

1) READ THIS MODULE.
2) CHOOSE YOUR EQUIPMENT.
3) USE THE AUTOMATIC FLOOR MACHINE TO REMOVE OLD WAX AND BLACK MARKS FROM THE FLOOR.

"TURN THE PAGE"

JOB STEPS

READ: READ THE LIST OF EQUIPMENT YOU WILL NEED (PAGE 2).

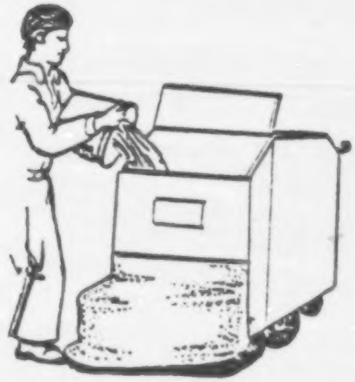
DO: ON YOUR EQUIPMENT CHECKLIST:

1) CHECK ALL THE EQUIPMENT YOU WILL NEED.
2) CIRCLE THE NUMBER OF EACH ITEM YOU WILL NEED.

CHECK: WHEN YOU THINK YOU HAVE CHECKED EVERYTHING YOU WILL NEED, TAKE YOUR CHECKLIST TO YOUR INSTRUCTOR.

READ: 1. FILL THE SOLUTION TANK ON THE MACHINE 2/3 FULL WITH WARM WATER.

LOOK:



DO: DO JOB STEP 1.

WORD GUIDE

SQUEEGEE - A RUBBER BLADE USED TO PULL WATER ACROSS A SMOOTH SURFACE.

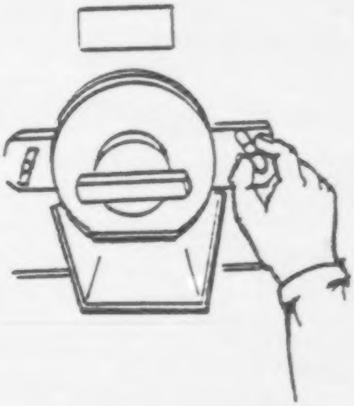
JOB STEPS

READ: 2. ADD WAX REMOVER TO THE WARM WATER.

DO: ASK YOUR INSTRUCTOR TO EXPLAIN HOW TO MEASURE THE RIGHT AMOUNT OF WAX REMOVER. DO JOB STEP 2.

READ: 3. MAKE SURE THE PICK-UP TANK IS EMPTY, THE SQUEEGEE BLADE IS CLEAN, AND THE DRAIN CONNECTION IS TIGHT.

LOOK:



DO: DO JOB STEP 3.

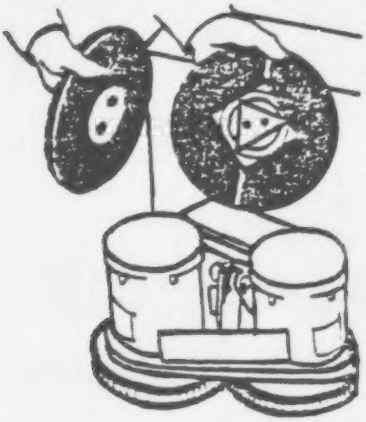
CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE DONE STEP 3.

"TURN THE PAGE"

JOB STEPS

READ: 4. PUT THE STRIPPING PADS ON THE BRUSHES.

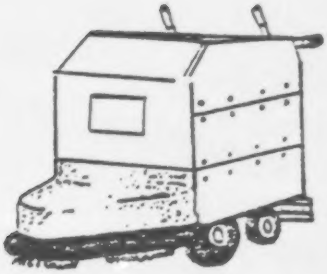
LOOK:



DO: DO JOB STEP 4.

READ: 5. ATTACH THE BRUSHES TO THE MACHINE.

LOOK:



DO: DO JOB STEP 5.

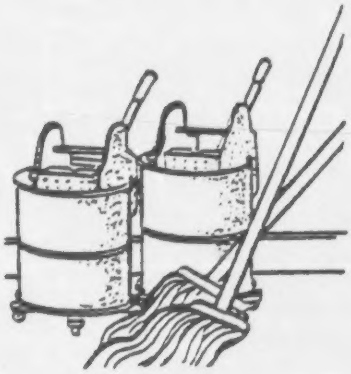
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK ON STEPS 4 AND 5.

"TURN THE PAGE"

JOB STEPS

READ: 6. FILL TWO BUCKETS HALF FULL WITH COLD WATER. ADD ONE WRINGER AND ONE MOP TO EACH BUCKET.

LOOK:



DO: Do JOB STEP 6.

CHECK: YOUR INSTRUCTOR WILL NOW CHECK TO BE SURE YOU HAVE:

1) PUT TOGETHER ALL YOUR EQUIPMENT.
2) PUT WATER IN BUCKETS: 1/2 FULL.
3) PUT WRINGERS ON BUCKETS.
4) PUT MOPS IN BUCKETS.

READ: 7. MOVE YOUR EQUIPMENT TO THE JOB AREA. YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

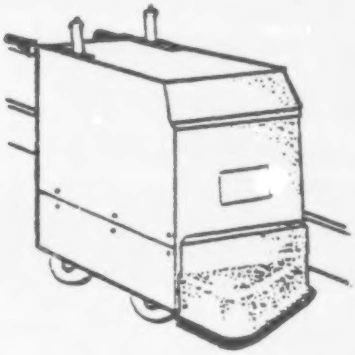
DO: Do JOB STEP 7.

"TURN THE PAGE"

JOB STEPS

READ: 8. START AT THE OUTSIDE OF THE SPACE TO BE DONE. WORK AROUND THE ROOM TOWARDS THE CENTER.

LOOK:



DO: TELL THE INSTRUCTOR WHERE YOU WILL START TO WORK, AND THE WAY YOU WILL WORK AROUND THE ROOM.

READ: 9. SET THE SOLUTION CONTROL LEVER TO ON.

DO: SET THE SOLUTION CONTROL LEVER TO ON.

READ: 10. SET THE BRUSH PRESSURE. MOST TIMES, THE BRUSH PRESSURE IS SET AT NORMAL.

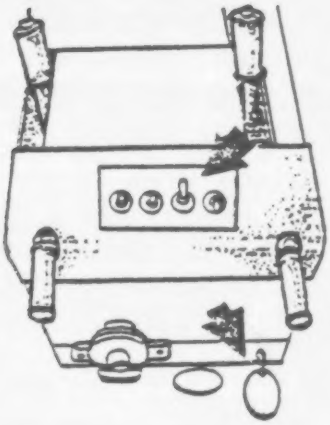
DO: DO JOB STEP 10.

"TURN THE PAGE"

JOB STEPS

READ: 11. LOWER THE SQUEEGEE BLADE AND TURN THE VACUUM MOTOR ON.

LOOK:



DO: DO JOB STEP 11.

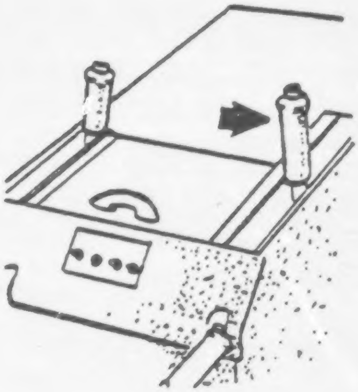
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK ON STEPS 9, 10, AND 11.

"TURN THE PAGE"

JOB STEPS

READ: 12. Be sure to ask your instructor to help you on this step. Lower the brushes. Turn on the machine. Begin moving the machine AT THE SAME TIME as you turn on the machine.

LOOK:



****

SAFETY FIRST: You must control the machine. Keep the machine moving when the brushes are turning.

****

DO: Do job step 12.

CHECK: Be sure your instructor has helped you on this step.

READ: 13. Slowly move the machine over the floor.

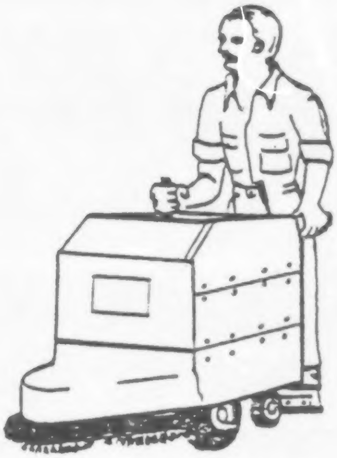
DO: Do job step 13.

"Turn the page"

JOB STEPS

READ: 14. RUN THE AUTOMATIC FLOOR MACHINE OVER THE ENTIRE AREA TO BE DONE. DO NOT WORK NEAR WALLS AND CORNERS YET.

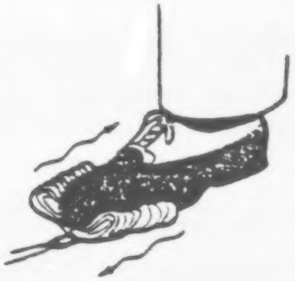
LOOK:



DO: DO JOB STEP 14.

READ: 15. USE STEEL WOOL KICK PADS WHEN NEAR WALLS AND CORNERS.

LOOK:



DO: DO JOB STEP 15.

CHECK: CHECK WITH YOUR INSTRUCTOR. MAKE SURE YOU ARE USING THE STEEL WOOL KICK PADS IN THE RIGHT WAY.

"TURN THE PAGE"

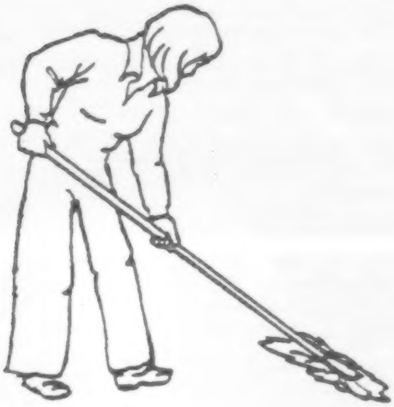
JOB STEPS

READ: 16. WHEN YOU HAVE DONE THE WHOLE FLOOR, TURN OFF THE MACHINE.

DO: Do JOB STEP 16.

READ: 17. MOP THE FLOOR. PICK UP THE WATER WITH THE MOP. (SEE MODULE 2201 01 3 1 WET MOPPING.)

LOOK:



DO: Do JOB STEP 17.

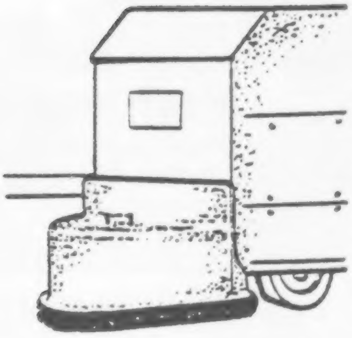
CHECK: ASK THE INSTRUCTOR TO INSPECT THE FLOOR WHEN YOU ARE DONE.

"TURN THE PAGE"

JOB STEPS

READ: 18. WITH EXTRA DIRTY FLOORS, RUN THE MACHINE WITHOUT THE SQUEEGEE AND VACUUM. MOVE THE MACHINE OVER THE FLOOR.

LOOK:



DO: Do JOB STEP 18.

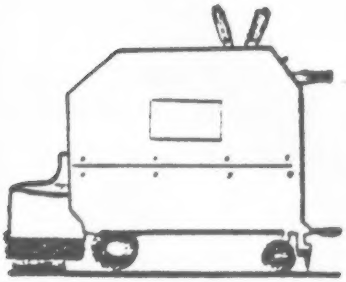
CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOUR MACHINE IS SET RIGHT FOR THIS STEP.

"TURN THE PAGE"

JOB STEPS

READ: 19. GO OVER THE FLOOR A SECOND TIME. THIS TIME USE THE SQUEEGEE AND VACUUM AND BRUSHES. DO NOT ADD EXTRA WATER TO THE FLOOR.

LOOK:



DO: DO JOB STEP 19.

CHECK: CHECK WITH YOUR INSTRUCTOR THAT YOU HAVE THE MACHINE SET THE RIGHT WAY.

****

REMEMBER: DO NOT LEAVE THE MACHINE RUNNING WITHOUT MOVING THE MACHINE.

****

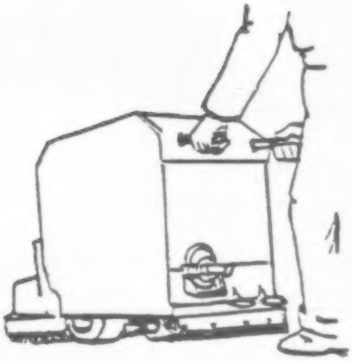
"TURN THE PAGE"

JOB STEPS

READ: 20. For light scrubbing the job steps are the same EXCEPT:

A. In step 1, use cold water, NOT warm water.
B. In step 2 use a light scrub soap, NOT wax remover.
C. In step 4 use a light scrub pad, NOT a stripping pad.
D. In step 10 use light brush pressure, NOT normal pressure.
E. Go over the floor only ONCE. Do not go over the floor more than once.

LOOK:



DO: Do job step 20.

CHECK: Ask your instructor to watch you.

"Turn the page"

JOB STEPS

READ: 21. RETURN ALL EQUIPMENT TO THE STORAGE AREA. BE SURE THAT ALL EQUIPMENT IS CLEANED.

YOU HAVE FINISHED OPERATING THE AUTOMATIC FLOOR MACHINE.

DO: NOW DO THE FOLLOWING:

A. EMPTY THE SOLUTION AND PICK UP TANK.
B. DO NOT LEAVE THE SQUEEGEE DOWN.
C. PLUG IN THE BATTERY CHARGER.
D. DO JOB STEP 21.

DO: NOW DO THIS:

1. PUT AWAY THE EQUIPMENT CHECKLIST.
2. GET A NEW EQUIPMENT CHECKLIST.
3. DO NOT LOOK AT THE MODULE OR USED CHECKLIST.
4. CHECK THE EQUIPMENT AND NUMBER OF EACH PIECE OF EQUIPMENT THAT YOU WILL NEED TO OPERATE AN AUTOMATIC FLOOR MACHINE.

REMEMBER: DO NOT LOOK AT THE MODULE OR USED CHECKLIST.

CHECK: WHEN YOU THINK YOU HAVE CHECKED ALL THE EQUIPMENT AND THE RIGHT NUMBERS, TAKE YOUR NEW CHECKLIST TO YOUR INSTRUCTOR.

building maintenance & engineering

unit: Floor Care

capital area career center

module: 2201 01 13 1 date: 12/7/76 level:

skill title: Floor Machine (Buff Floor)

developed & written by: Lester Schick

visuals by: Marie Gougeon

WORD GUIDE 2

BUFF - To polish or shine.

BUFFER - A machine used to buff floors.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

How to use a floor buffer.

WHAT YOU WILL NEED:

Floor Machine

Buffing Brush and White Buffing Pad

WHAT YOU MUST DO:

1) Read this module. Do the job steps.
2) Choose your equipment.
3) Buff a floor so that it shines.

"Turn the page"

JOB STEPS

READ: READ THE LIST OF EQUIPMENT YOU WILL NEED. (PAGE 2)

DO: ON YOUR EQUIPMENT CHECKLIST:

1. CHECK ALL THE EQUIPMENT YOU WILL NEED.
2. CHECK THE NUMBER OF EACH ITEM YOU WILL NEED.

CHECK: WHEN YOU THINK YOU HAVE CHECKED EVERYTHING YOU WILL NEED, TAKE YOUR CHECKLIST TO YOUR INSTRUCTOR.

READ: 1. COLLECT UP THE EQUIPMENT YOU WILL NEED.

DO: DO JOB STEP 1.

CHECK: USE YOUR CHECKLIST TO MAKE SURE YOU HAVE EVERYTHING YOU NEED.

READ: 2. TAKE YOUR EQUIPMENT TO THE WORK AREA. YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

DO: DO JOB STEP 2.

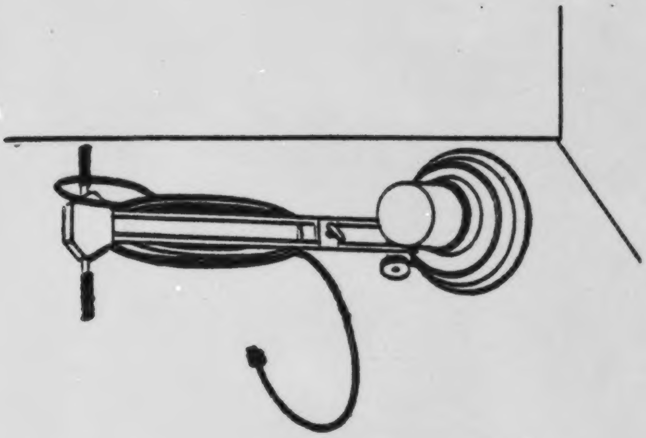
WORD GUIDE 4

TILT - PULL DOWN.

JOB STEPS

READ: 3. PLACE BOTH HANDS ON THE HANDLE AND TILT THE FLOOR MACHINE SO THAT THE HANDLE RESTS ON THE FLOOR.

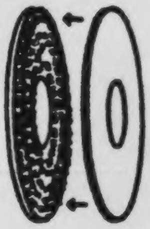
LOOK:



DO: Do JOB STEP 3.

READ: 4. ATTACH THE BUFFING PAD TO THE BRUSH.

LOOK:

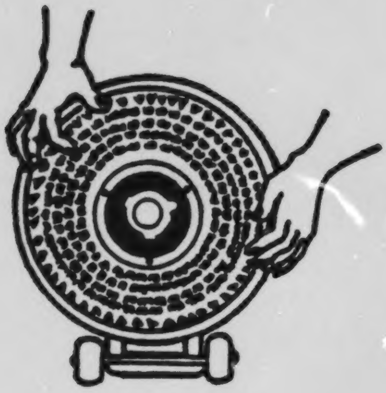


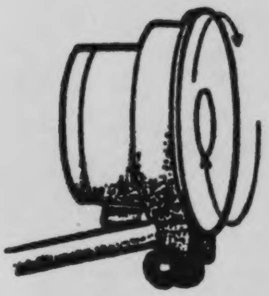
DO: Do JOB STEP 4.

JOB STEPS

READ: 5. ATTACH THE BRUSH TO THE FLOOR MACHINE. MAKE SURE THE SLOTS ON THE BOTTOM OF THE MACHINE MATCH THE SLOTS ON THE BRUSH. TURN THE BRUSH UNTIL IT IS TIGHT.

LOOK:



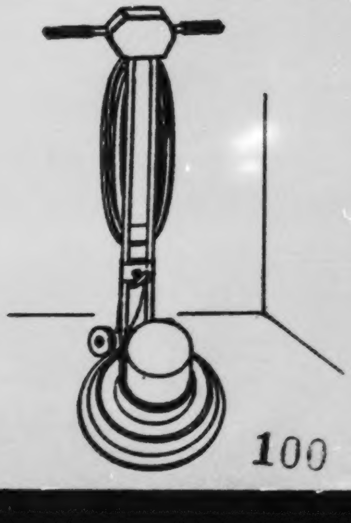


DO: DO JOB STEP 5. YOUR INSTRUCTOR WILL HELP YOU.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 6. STAND THE MACHINE UPRIGHT.

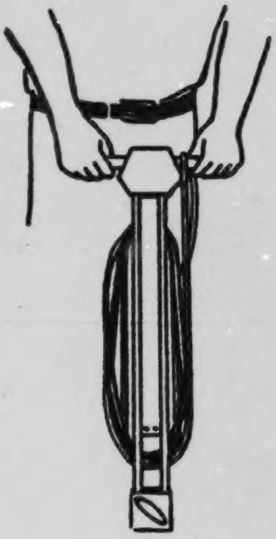
DO: DO JOB STEP 6.



"TURN THE PAGE"

READ: 7. ADJUST THE HANDLE TO ABOUT WAIST LEVEL. LOCK THE HANDLE IN PLACE.

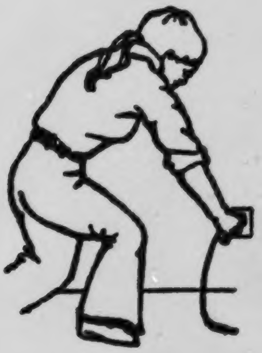
LOOK:



DO: Do job step 7.

READ: 8. PLUG THE MACHINE IN.

LOOK:

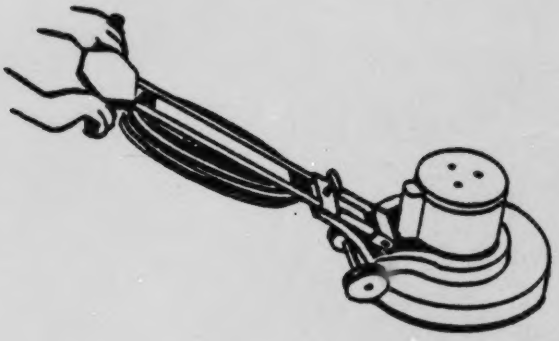


DO: Do job step 8.

"TURN THE PAGE"

READ: 9. Place both hands on the machine handle. Turn on the machine.

LOOK:

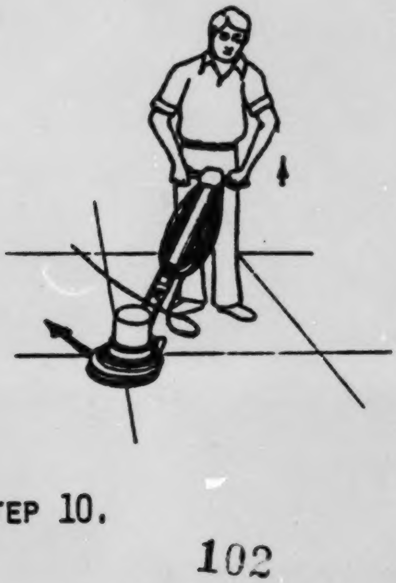


SAFETY FIRST: BE SURE YOU HAVE A FIRM GRIP ON THE HANDLE.

DO: Do job step 9.

READ: 10. By slightly lifting on the handle, the machine will move to your right.

LOOK:

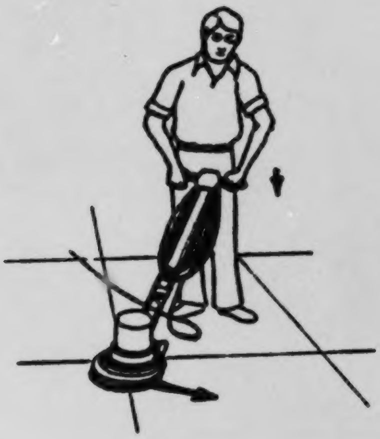


DO: Do job step 10.

"Turn the page"

READ: 11. BY SLIGHTLY PUSHING DOWN ON THE HANDLE, THE MACHINE WILL MOVE TO THE LEFT.

LOOK:

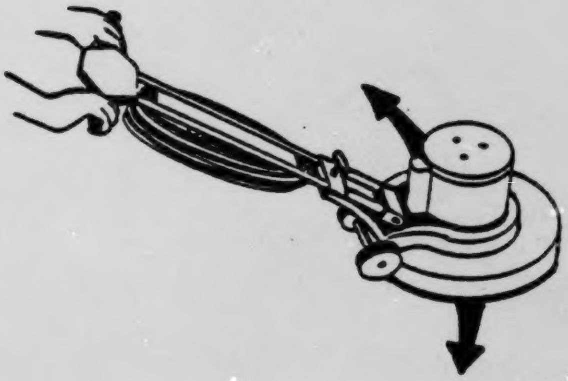


DO: DO JOB STEP 11.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU RUN THE MACHINE.

READ: 12. PRACTICE MOVING THE MACHINE FROM SIDE TO SIDE. FIRST LIFT UP ON THE HANDLE, THEN PUSH DOWN ON THE HANDLE.

LOOK:

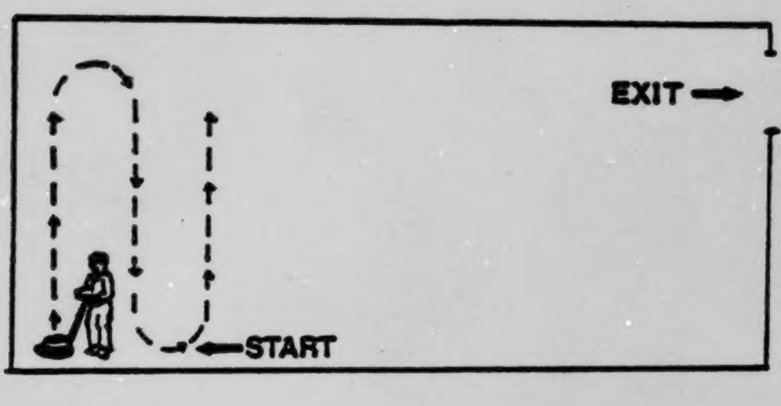


DO: DO JOB STEP 12.

"TURN THE PAGE"

READ: 13. CONTINUE TO MOVE THE MACHINE FROM SIDE TO SIDE UNTIL THE WHOLE FLOOR IS BUFFED.

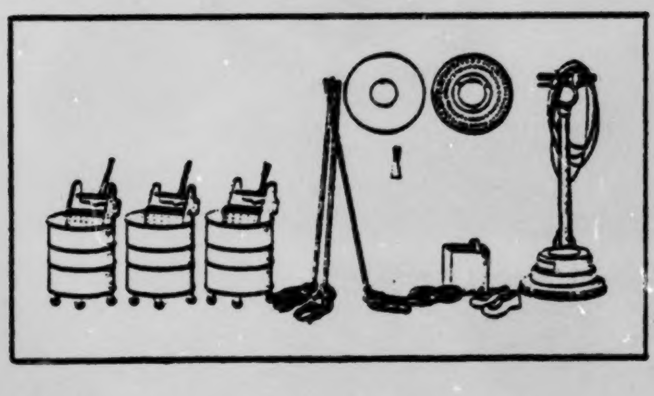
LOOK:



DO: DO JOB STEP 13.

CHECK: LOOK AT THE FLOOR TO BE SURE YOU DID NOT MISS ANY SPOTS. CHECK WITH YOUR INSTRUCTOR WHEN YOU HAVE DONE THE WHOLE FLOOR.

READ: 14. RETURN ALL MATERIALS AND TOOLS TO THE STORAGE AREA. BE SURE ALL TOOLS ARE CLEANED.



building maintenance & engineering

unit: Floor Care

capital area career center

module: 2201 01 014 1 date: 12/12/76 level:

skill title: Sweeping and Mopping Stairs

developed & written by: Lester Schick

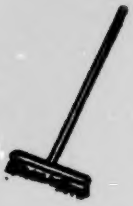
visuals by: Jack Bergeron

PERFORMANCE OBJECTIVE

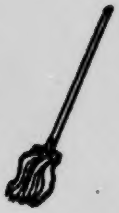
WHAT YOU WILL LEARN:

How to sweep and mop stairs.

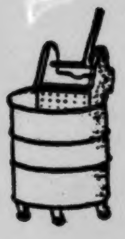
WHAT YOU WILL NEED:



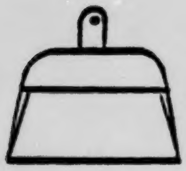
PUSH BROOM



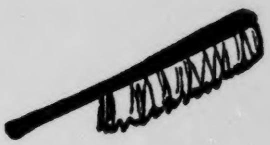
MOP



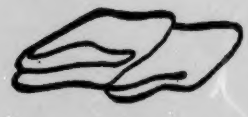
BUCKET AND WRINGER



DUSTPAN



BENCH BRUSH



WIPING CLOTH

WHAT YOU MUST DO:

1. Read this module.
2. Choose your equipment. Do the tasks.
3. Sweep and mop stairs.

"Turn the page"

JOB STEPS

READ: READ THE LIST OF EQUIPMENT YOU WILL NEED. (PAGE 2)

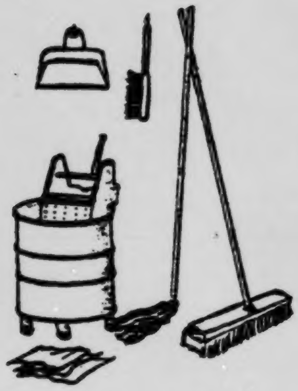
DO: ON YOUR EQUIPMENT CHECKLIST:

CIRCLE THE EQUIPMENT YOU WILL NEED.

CHECK: WHEN YOU THINK YOU HAVE CIRCLED ALL THAT YOU WILL NEED, TAKE YOUR CHECKLIST TO YOUR INSTRUCTOR.

READ: 1. PICK UP THE EQUIPMENT YOU WILL NEED.

LOOK:



DO: DO JOB STEP 1.

CHECK: USE YOUR CHECKLIST. BE SURE YOU HAVE EVERYTHING MARKED ON THE CHECKLIST.

READ: 2. TAKE YOUR EQUIPMENT TO THE WORK AREA.

DO: DO JOB STEP 2. YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

"TURN THE PAGE"

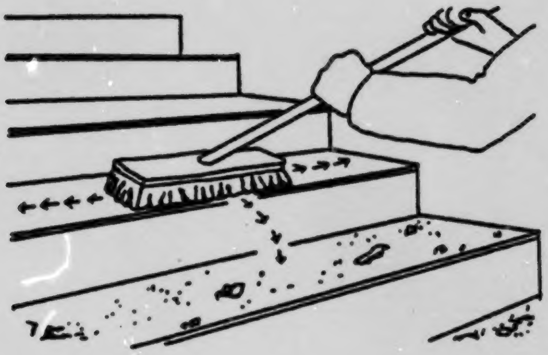
WORD GUIDE

CORNERS - WHERE WALLS MEET.

4

READ: 3. START AT THE TOP OF THE STAIRS WITH THE PUSH BROOM. SWEEP TOWARDS THE BOTTOM OF THE STAIRS. BE SURE TO SWEEP THE CORNERS OF EACH STEP.

LOOK:

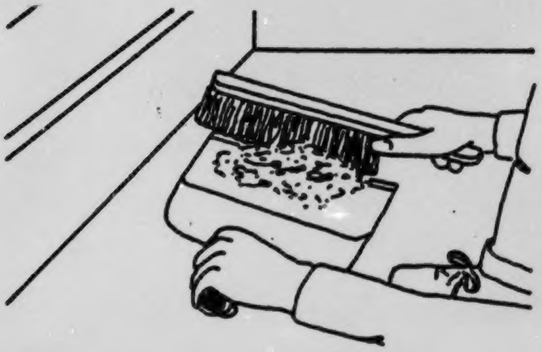


DO: DO JOB STEP 3.

CHECK: CHECK TO MAKE SURE THERE IS NO LITTER ON THE STAIRS.

READ: 4. SWEEP ALL THE STEPS. AT THE BOTTOM, USE THE BENCH BRUSH TO SWEEP THE DIRT INTO THE DUSTPAN.

LOOK:



DO: DO JOB STEP 4.

"TURN THE PAGE"

JOB STEPS

READ: 5. PUT THE DIRT IN THE DUSTPAN INTO A TRASH CONTAINER.

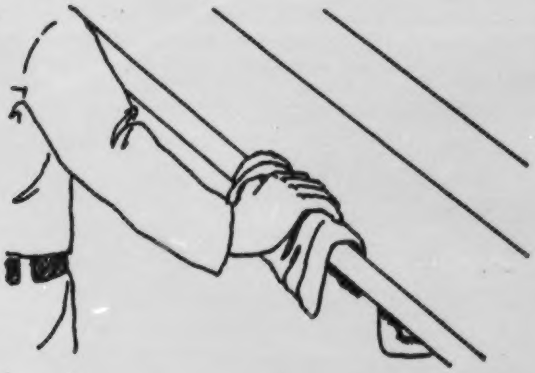
DO: Do JOB STEP 5.

READ: 6. RETURN TO THE TOP OF THE STAIRS. TAKE THE WIPING CLOTH WITH YOU.

DO: Do JOB STEP 6.

READ: 7. DUST ALL RAILINGS AND LEDGES WITH THE WIPING CLOTH.

LOOK:



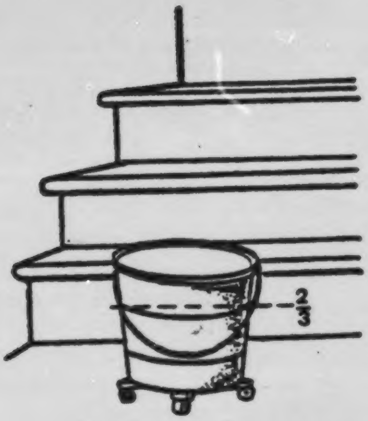
DO: Do JOB STEP 7.

JOB STEPS

READ: 8. FILL A BUCKET 2/3 FULL WITH COLD WATER. LEAVE THE BUCKET AT THE BOTTOM OF THE STAIRS.

****
* CAUTION: BE SURE IT IS *
* OUT OF YOUR WAY. *
****

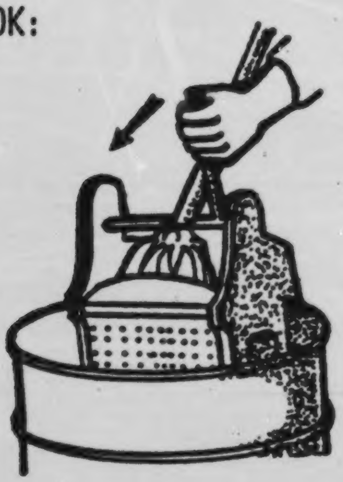
LOOK:



DO: DO JOB STEP 8.

READ: 9. DIP A CLEAN MOP INTO THE WATER. WRING OUT THE MOP.

LOOK:



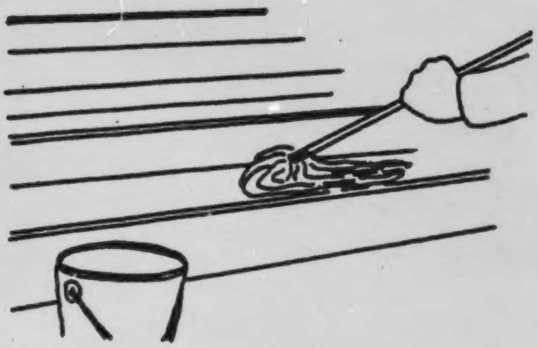
DO: DO JOB STEP 9.

"TURN THE PAGE"

JOB STEPS

READ: 10. WALK TO THE TOP OF THE STAIRS. MOVE BACKWARDS DOWN THE THE STAIRS. MOP EACH STEP IN FRONT OF YOU.

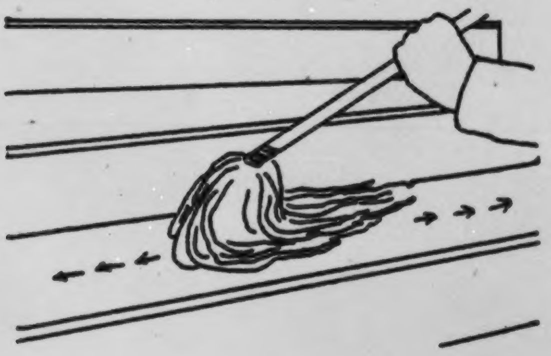
LOOK:



DO: DO JOB STEP 10.

READ: 11. USE A SIDE TO SIDE MOTION ON EACH STEP.

LOOK:



DO: DO JOB STEP 11.

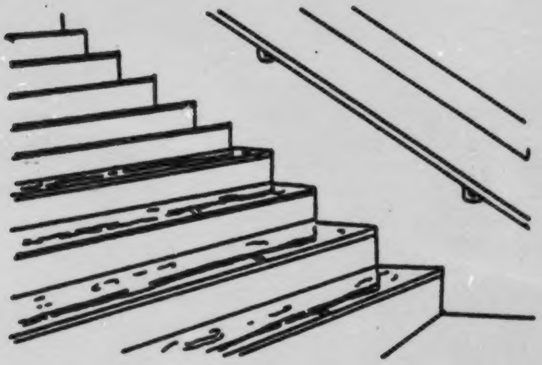
CHECK: CHECK WITH YOUR INSTRUCTOR. MAKE SURE THAT STEPS 7-11 WERE DONE CORRECTLY.

"TURN THE PAGE"

JOB STEPS

READ: 12. TRY NOT TO WALK ON THE STAIRS UNTIL THEY ARE DRY.

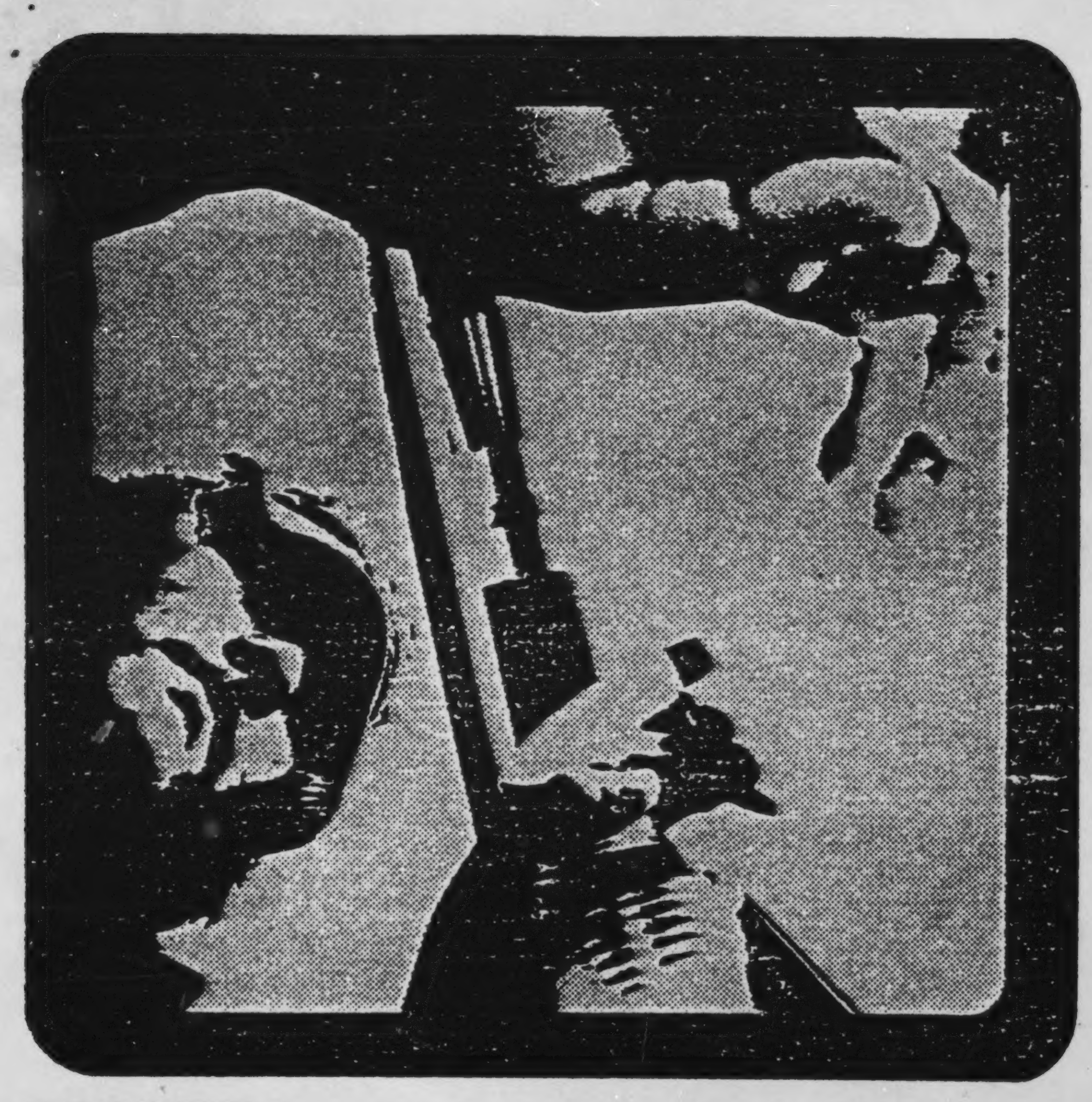
LOOK:



READ: 13. RETURN ALL EQUIPMENT. BE SURE ALL TOOLS ARE CLEAN.

DO: DO JOB STEP 13.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.



building maintenance & engineering

unit: Floor Care

capital area career center

module: 2201 01 15 1 date: 12-12-76 level: 1

skill title: Review and Practice

developed & written by: Lester Schick

visuals by: Sherri Baker

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

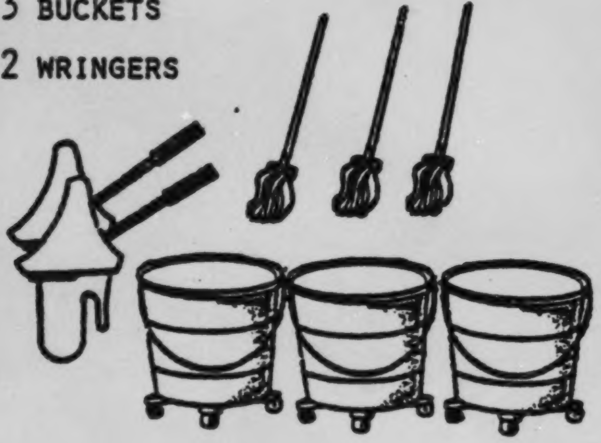
TO CLEAN, SEAL, WAX, AND BUFF A TILE FLOOR.

WHAT YOU WILL NEED:

3 MOPS

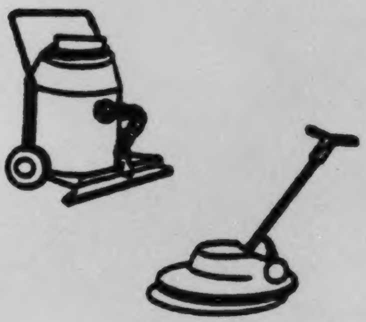
3 BUCKETS

2 WRINGERS



WET VACUUM

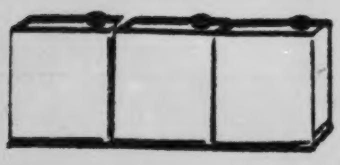
FLOOR MACHINE



STRIPPING SOLUTION

SEALER

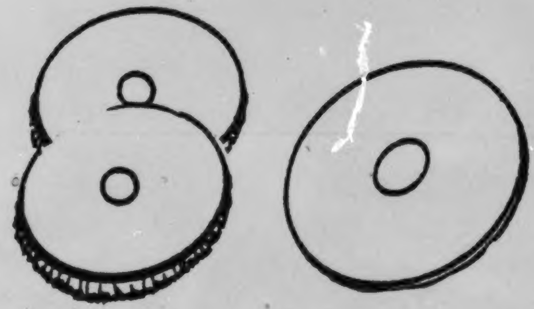
WAX



WIRE BRUSH

SCRUBBING PAD

BUFFER PAD



WHAT YOU MUST DO:

1) READ THIS MODULE.
2) WATCH THE SLIDE TAPE FOR MODULE 2201 01 005 1.
3) CHOOSE YOUR EQUIPMENT.
4) DO THE JOB STEPS SO THAT YOU GIVE A FLOOR A HIGH SHINE.

"TURN THE PAGE"

JOB STEPS

READ: Read the list of equipment you will need (p. 2).

DO: On your equipment checklist:

1) Check all the equipment you will need.
2) Circle the number of each item you will need.

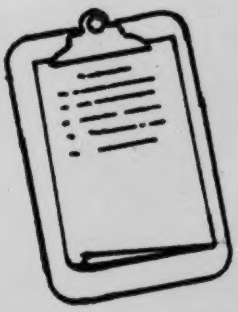
CHECK: When you think you have checked everything you will need, take your checklist to your instructor.

READ: 1. Watch the slide tape for module 2201 01 005 1.

DO: Do job step 1.

READ: 2. Pick up the equipment you will need. Use your checklist. Take equipment to work area.

LOOK:



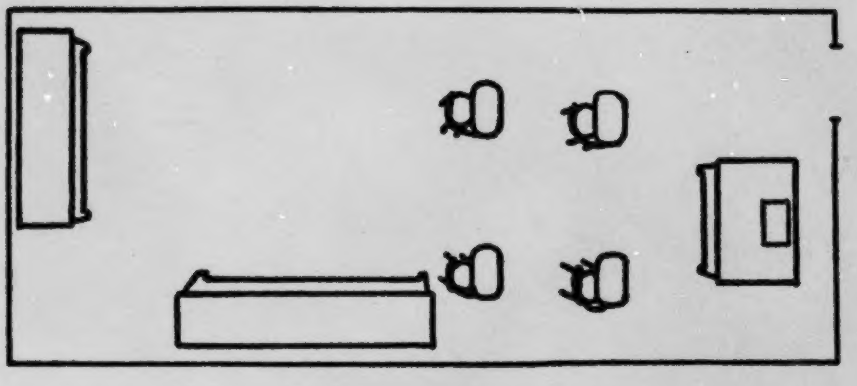
DO: Do job step 2.

CHECK: Be sure that you have everything on your checklist. Your instructor will tell you where to go.

"Turn The Page"

READ: 3. MAKE A MAP OF THE AREA TO BE WORKED ON.

LOOK:

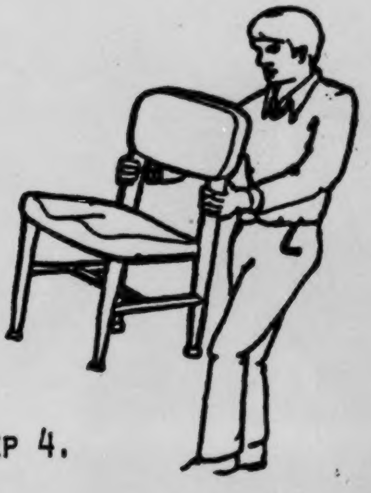


DO: DO JOB STEP 3.

CHECK: SHOW YOUR MAP TO YOUR INSTRUCTOR.

READ: 4. TAKE ALL FURNITURE FROM THE AREA TO BE WORKED ON. BE CAREFUL NOT TO BUMP IT.

LOOK:

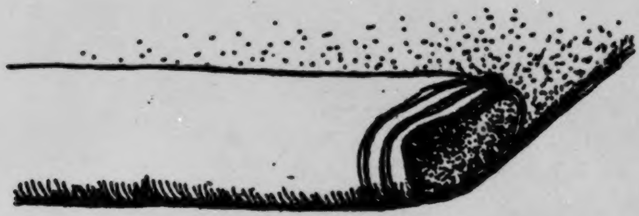


DO: DO JOB STEP 4.

"TURN THE PAGE"

READ: 5. FOLD BACK ANY CARPETS OR RUGS.

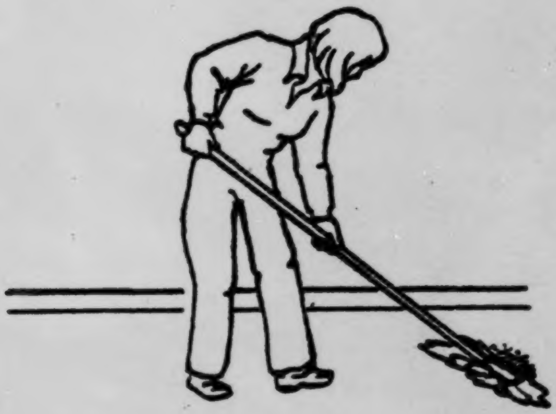
LOOK:



DO: DO JOB STEP 5.

READ: 6. DUST MOP THE ROOM. LEAVE NO DIRT TO BE SEEN.

LOOK:

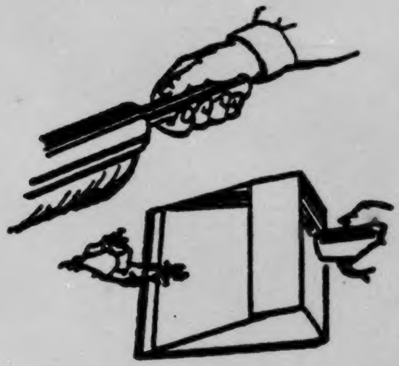


DO: DO JOB STEP 6.

"TURN THE PAGE"

READ: 7. PICK UP THE DIRT. USE A BENCH BRUSH AND DUSTPAN. PUT THE DIRT IN A TRASH CAN.

LOOK:

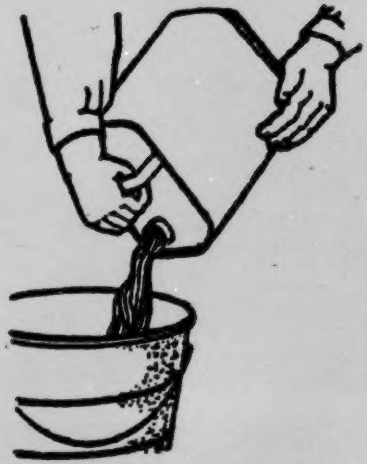


DO: DO JOB STEP 7.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 8. ADD STRIPPING SOLUTION TO WARM WATER IN A BUCKET. ASK YOUR INSTRUCTOR TO HELP.

LOOK:



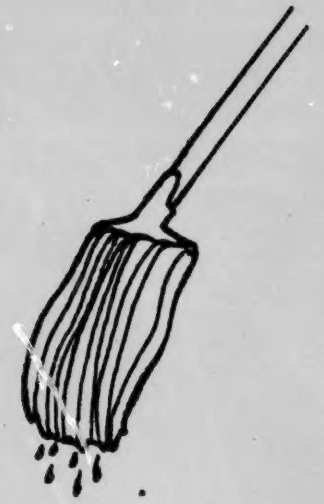
DO: DO JOB STEP 8.

"TURN THE PAGE"

READ: 9. PUT MIXED SOLUTION ON THE FLOOR. BEGIN WITH A 10 FOOT BY 10 FOOT AREA. USE A VERY WET MOP THAT DRIPS A LITTLE.

NOTE: 10 FOOT IS ABOUT 5 NORMAL STEPS.

LOOK:



DO: DO JOB STEP 9. REMEMBER TO START AT THE POINT FURTHEST FROM THE EXIT. ASK YOUR INSTRUCTOR TO SHOW YOU WHERE TO START.

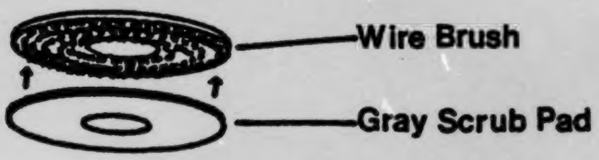
READ: 10. LET THE SOLUTION STAY ON THE FLOOR 5 MINUTES.

LOOK:

DO: DO JOB STEP 10. "TURN THE PAGE"

READ: 11. PUT THE GRAY SCRUB PAD ON THE WIRE BRUSH.

LOOK:

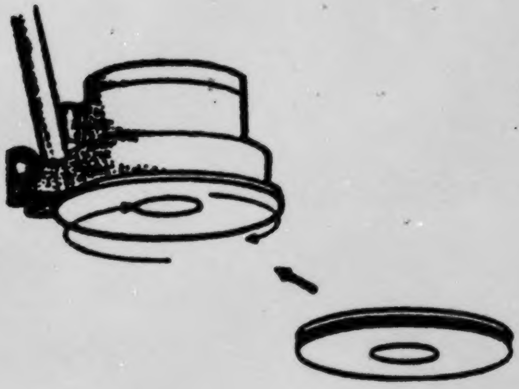

Wire Brush
Gray Scrub Pad

DO: Do JOB STEP 11.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 12. PUT THE WIRE BRUSH AND GRAY SCRUB PAD ON THE FLOOR MACHINE.

LOOK:

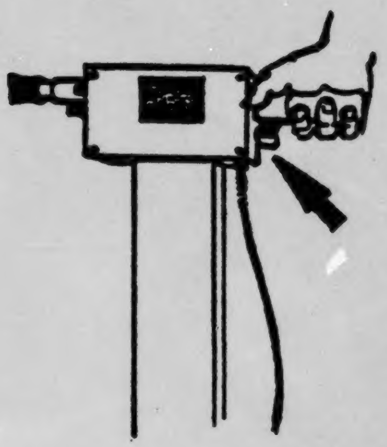


"TURN THE PAGE"

DO: Do JOB STEP 12.

READ: 13. START UP THE FLOOR MACHINE.

LOOK:



```
*************************************************************
*                                                           *
*  SAFETY FIRST:  YOU MUST CONTROL THE MACHINE.  DON'T      *
*                 LET THE MACHINE CONTROL YOU.              *
*                                                           *
*************************************************************
```

DO: Do job step 13.

"TURN THE PAGE"

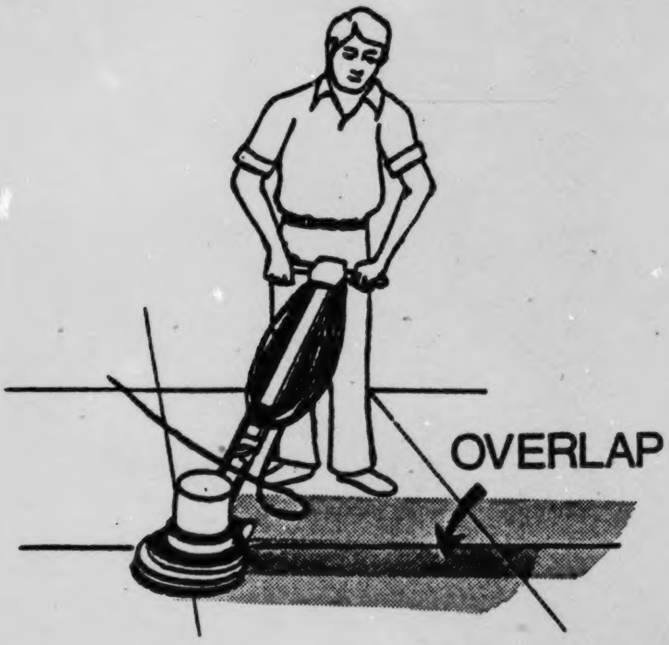
WORD GUIDE

OVERLAP - RUN OVER PART OF LAST PART GONE OVER.

JOB STEPS

READAD: 14. RUN THE FLOOR MACHINE BACK AND FORTH. OVERLAP EACH STROKE.

LOOK:



DO: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 14.

"TURN THE PAGE"

READ: 15. GO OVER THE 10 FOOT BY 10 FOOT AREA WITH THE FLOOR MACHINE.

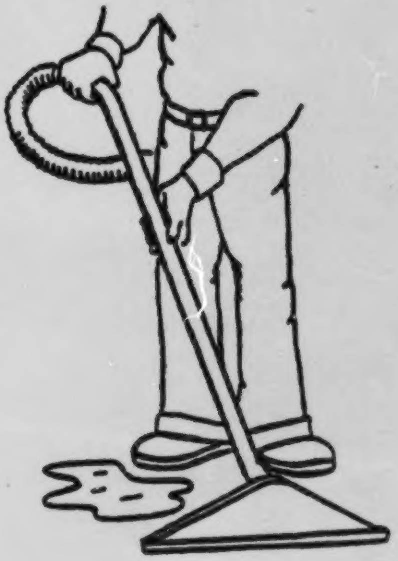
DO: DO JOB STEP 15.

READ: 16. NEVER LET THE SOLUTION DRY ON THE FLOOR.

DO: QUICKLY DO JOB STEP 17.

READ: 17. USE THE WET VACUUM. PICK UP THE SOLUTION FROM THE FLOOR.

LOOK:



****

SAFETY FIRST: BE CAREFUL WITH ALL MACHINES.

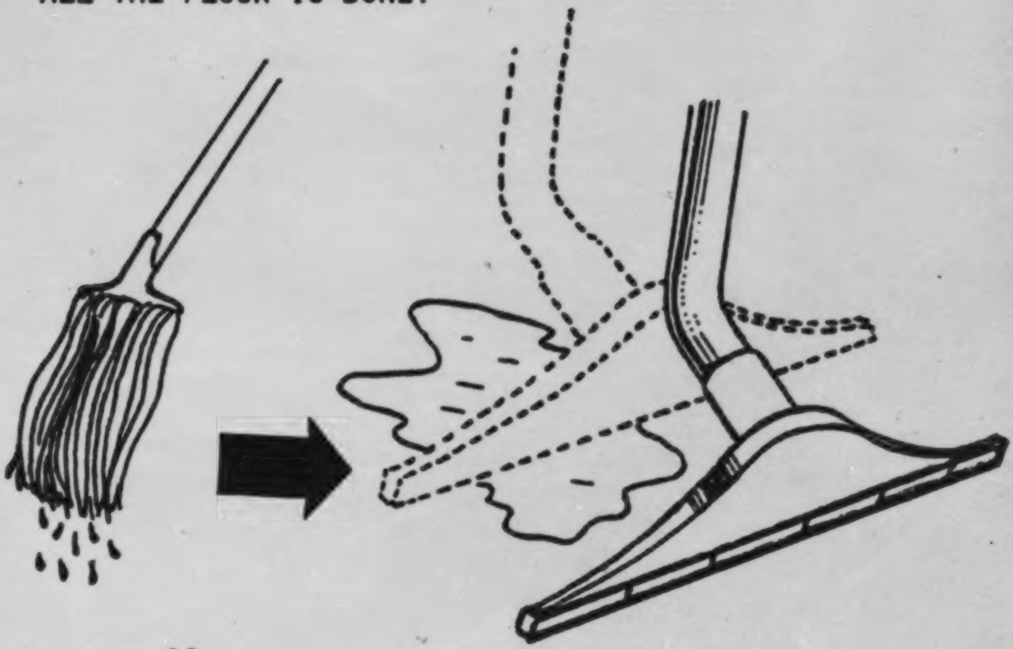
****

DO: ASK YOUR INSTRUCTOR TO WATCH AS YOU DO JOB STEP 17.

"TURN THE PAGE"

READ: 18. Do the same steps, 9 through 17 on another 10 foot by 10 foot area. Repeat this until all the floor is done.

LOOK:

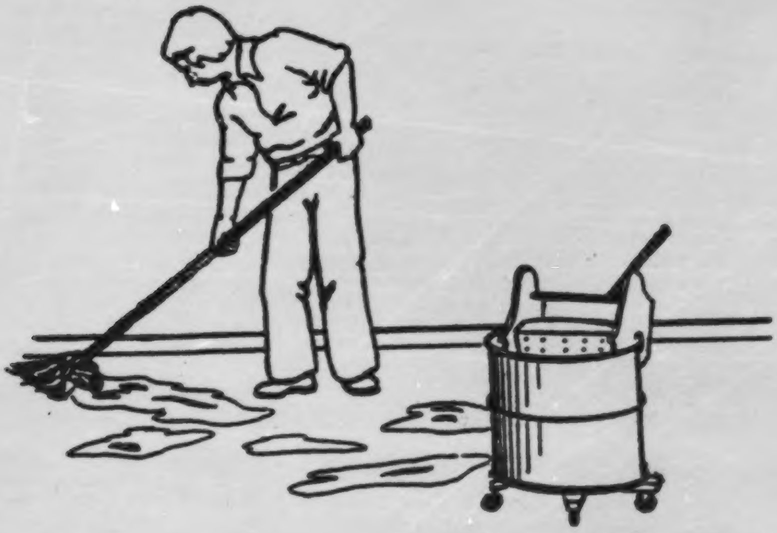


DO: Do job step 18.

CHECK: Ask your instructor to check your work.

READ: 19. Wet mop the floor. Use a clean mop and clean water.

LOOK:

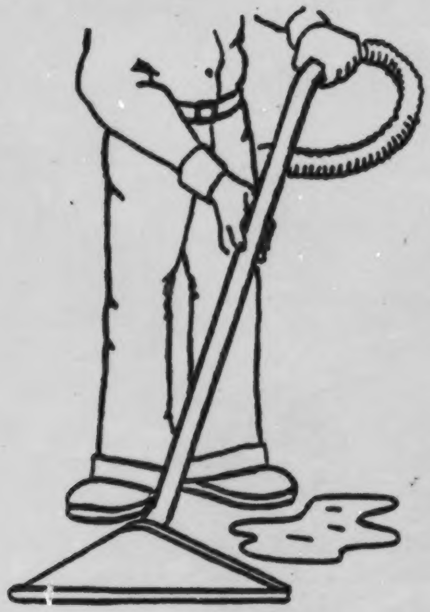


DO: Do job step 19.

"Turn the page"

READ: 20. USE THE WET VACUUM. PICK UP THE WATER FROM THE FLOOR.

LOOK:

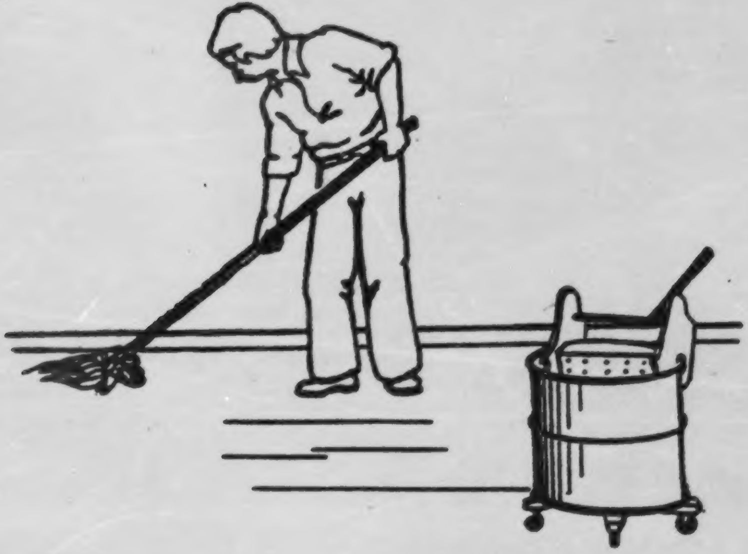


DO: Do job step 20.

CHECK: Ask your instructor to watch as you do job step 20.

READ: 21. DAMP MOP THE ENTIRE FLOOR. USE A CLEAN MOP AND CLEAN WATER.

LOOK:



DO: Do job step 21.

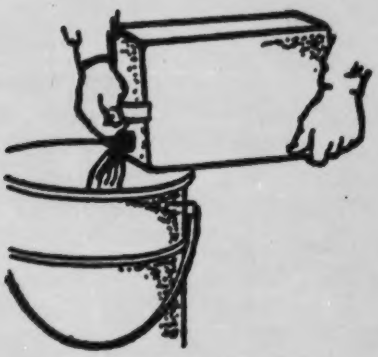
"TURN THE PAGE"

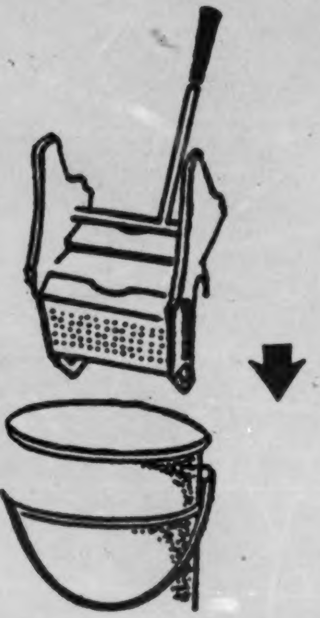
READ: 22. LET THE FLOOR DRY.

CHECK: RUB YOUR FINGERS ON THE DRY FLOOR. IF THERE IS A WHITE DUST ON YOUR FINGERS, DAMP MOP AGAIN WITH CLEAN WATER.

READ: 23. LET THE FLOOR DRY COMPLETELY. PUT THE SEALER IN A CLEAN BUCKET. ADD A WRINGER TO THE BUCKET.

LOOK:





DO: DO JOB STEP 23.

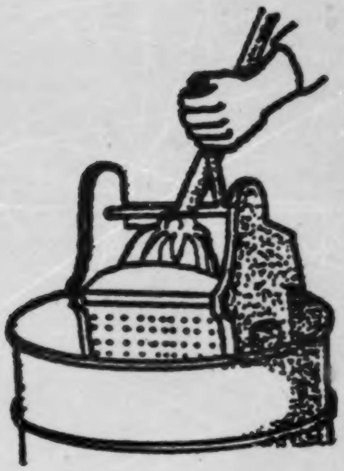
"TURN THE PAGE"

SOAK - MAKE ALL WET.

JOB STEPS

READ: 24. DIP A CLEAN MOP INTO THE BUCKET. SOAK THE MOP. SLIGHTLY SQUEEZE THE MOP IN THE WRINGER. IT MUST DRIP A LITTLE.

LOOK:



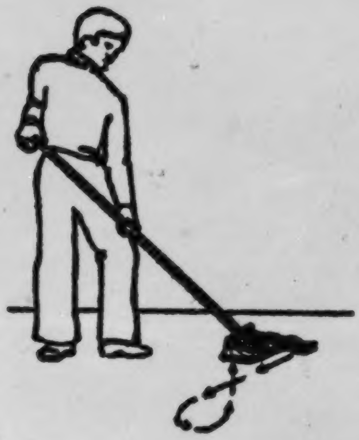
DO: DO JOB STEP 24.

"TURN THE PAGE"

JOB STEPS

READAD: 25. Mop an 8 foot by 10 foot area. Move the mop in a figure 8 motion. Keep your mop wet with solution like job step 24.

LOOK:



DO: Do job step 25.

CHECK: Ask your instructor to check your work.

"Turn the page"

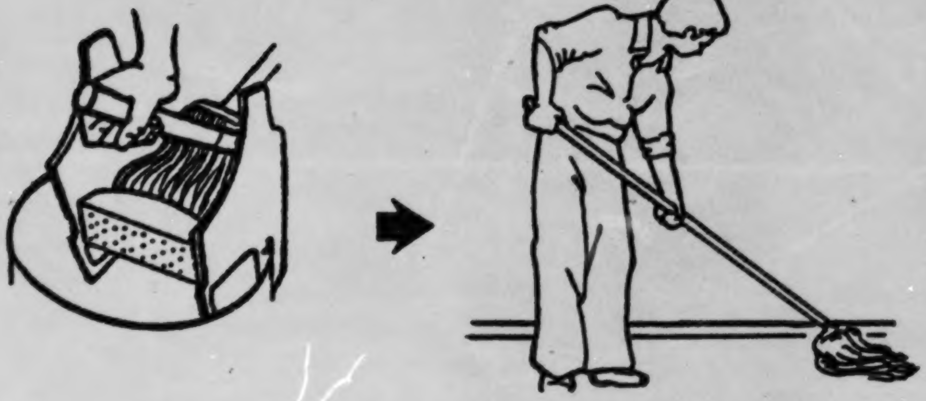
WORD GUIDE

EXTRA - Too much.

JOB STEPS

READ: 26. Squeeze the solution out of your mop. Mop the same area again. Pick up all extra sealer with the mop.

LOOK:



DO: Do job step 26.

"Turn the page"

READ: 27. REPEAT STEPS 24, 25 AND 26, UNTIL THE WHOLE FLOOR IS DONE.

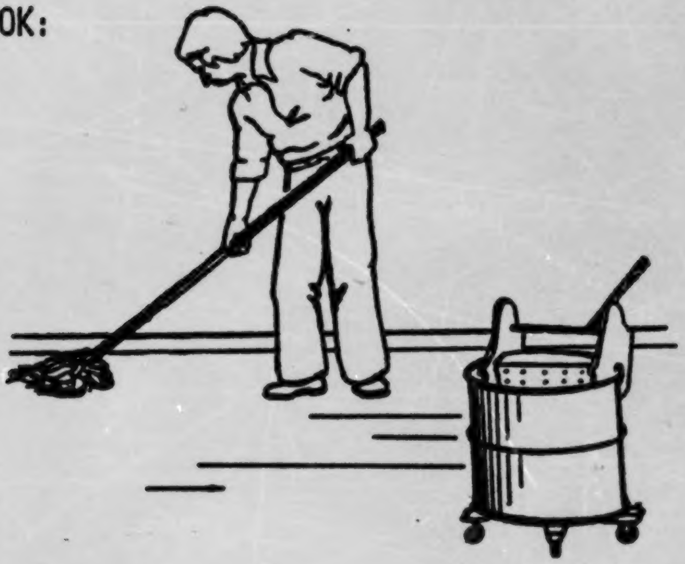
DO: DO JOB STEP 27.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 28. ALLOW THE SEALER TO DRY OVERNIGHT, IF POSSIBLE.

READ: 29. DAMP MOP THE FLOOR THE NEXT DAY TO PICK UP ANY DUST.

LOOK:

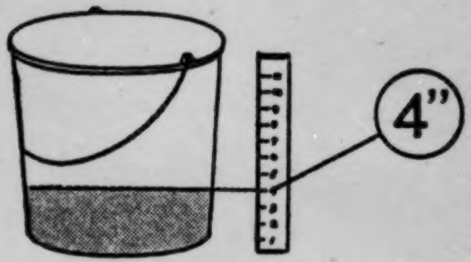


DO: DO JOB STEP 29.

"TURN THE PAGE"

READ: 30. POUR 4 INCHES OF WAX IN A CLEAN BUCKET.

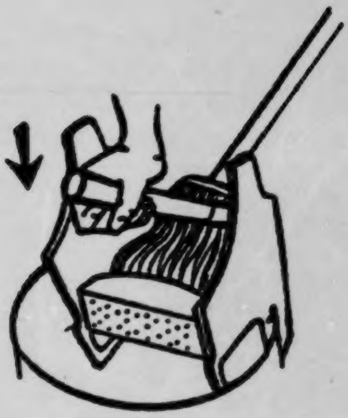
LOOK:



DO: DO JOB STEP 30.

READ: 31. DIP A CLEAN MOP INTO THE WAX. WRING OUT THE MOP UNTIL IT DOESN'T DRIP.

LOOK:

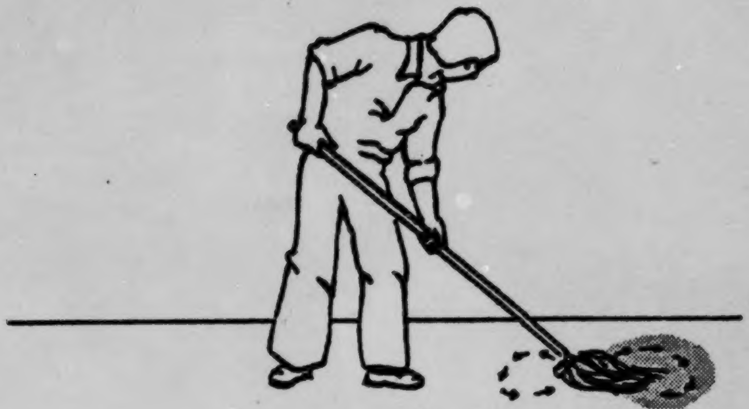


DO: DO JOB STEP 31.

"TURN THE PAGE"

READ: 32. APPLY THE WAX TO AN 8 FOOT BY 10 FOOT AREA. MOVE THE MOP IN A FIGURE 8 MOTION.

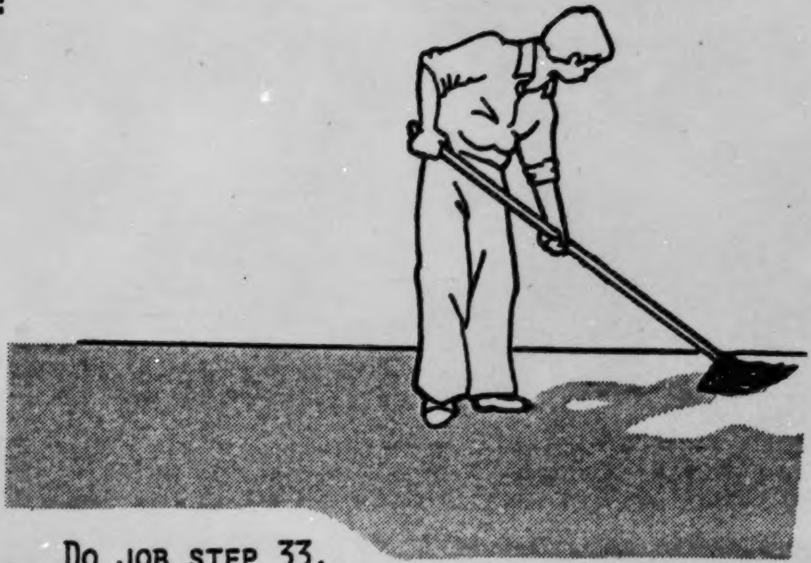
LOOK:



DO: DO JOB STEP 32.

READ: 33. REPEAT STEP 32 UNTIL THE WHOLE FLOOR IS DONE.

LOOK:



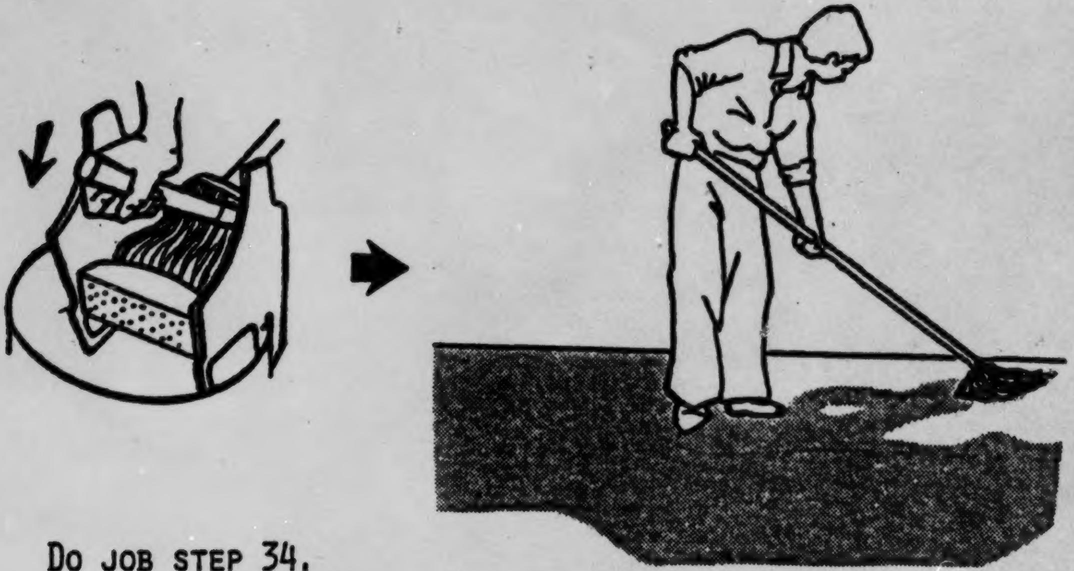
DO: DO JOB STEP 33.

CHECK: ASK YOUR INSTRUCTOR TO WATCH AS YOU PUT ON WAX.

"TURN THE PAGE"

READ: 34. The wax will dry in 30 minutes. Then apply a second coat of wax (repeat steps 31, 32, 33).

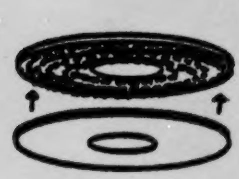
LOOK:



DO: Do job step 34.

READ: 35. Let the second coat dry. Attach the buffer pad to a clean wire brush.

LOOK:

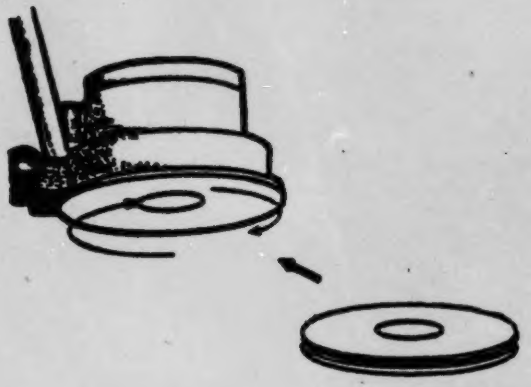


DO: Do job step 35. "Turn the page"

JOB STEPS

READ: 36. ATTACH THE BUFFER PAD AND WIRE BRUSH TO THE FLOOR BUFFER.

LOOK:



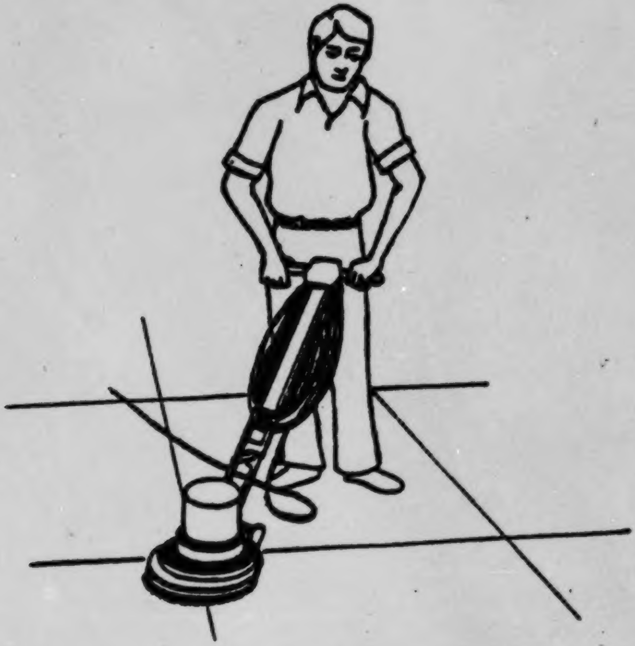
DO: Do JOB STEP 36.

"TURN THE PAGE"

JOB STEPS

READ: 37. BUFF THE ENTIRE FLOOR.

LOOK:



****

SAFETY FIRST - DON'T LET THE MACHINE CONTROL YOU.

****

DO: Do job step 37.

CHECK: Ask your instructor to check your work on step 37.

"Turn the page"

JOB STEPS

READ: RETURN ALL EQUIPMENT TO THE STORAGE AREA. BE SURE THAT ALL EQUIPMENT IS CLEANED.

YOU HAVE FINISHED READING AND DOING THE JOB STEPS FOR THIS MODULE.

DO: NOW DO THE FOLLOWING:

1) PUT AWAY THE EQUIPMENT AND CHECKLIST THAT YOU USED.
2) GET A NEW CHECKLIST.
3) DO NOT LOOK AT THE MODULE OR USED CHECKLIST.
4) CHECK THE EQUIPMENT AND NUMBER OF EACH ITEM THAT YOU USED TO CLEAN THE FLOOR AND WAX THE FLOOR.

CHECK: WHEN YOU THINK YOU HAVE CHECKED ALL THE EQUIPMENT AND THE RIGHT NUMBERS, TAKE YOUR NEW CHECKLIST TO YOUR INSTRUCTOR.

building maintenance & engineering

unit: Floor Care

capital area career center

module: 2201 01 16 1 date: 12-12-76 level: 1

skill title: Care of Hard Surface Floors

developed & written by: Lester Schick

visuals by: Sandra Starnaman

1-16

WORD GUIDE

2

POLISHED - WITH A WAXED SHINE.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO GIVE HARD SURFACED FLOORS DAILY CARE FOR ONE WEEK.

WHAT YOU WILL NEED:

DUST MOP
BROOM
BENCH BRUSH
DUST PAN
MOP

2 MOP PAILS
MOP WRINGER
FLOOR MACHINE
WAX SPRAY BOTTLE

WHAT YOU MUST DO:

1. READ THIS MODULE. DO THE TASKS.
2. CHOOSE YOUR EQUIPMENT.
3. KEEP A FLOOR CLEAN AND POLISHED FOR ONE WEEK.

"TURN THE PAGE"

READ: READ THE LIST OF EQUIPMENT YOU WILL NEED (P.2).

DO: ON YOUR EQUIPMENT CHECKLIST:

1) CHECK THE EQUIPMENT YOU WILL NEED.
2) CIRCLE THE NUMBER OF EACH ITEM YOU WILL NEED.

CHECK: WHEN YOU THINK YOU HAVE CHECKED EVERYTHING YOU WILL NEED, TAKE YOUR CHECKLIST TO YOUR INSTRUCTOR.

READ: 1. REVIEW THE MODULES ON:

1) DUST MOPPING	(2201 01 001 1)
2) DAMP MOPPING	(2201 01 002 1)
3) SPRAY BUFFING	(2201 01 007 1)
4) FLOOR MACHINE	(2201 01 013 1)

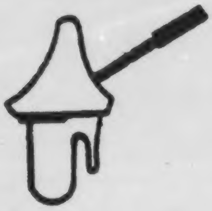
DO: DO JOB STEP 1.

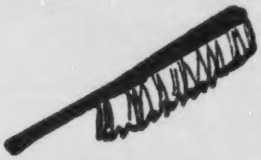
"TURN THE PAGE"

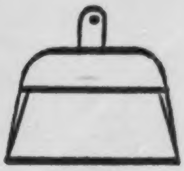
JOB STEPS

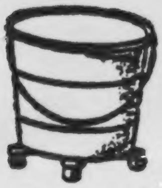
READ: 2. PICK UP THE EQUIPMENT YOU WILL NEED FOR THIS MODULE. USE YOUR CHECKLIST.

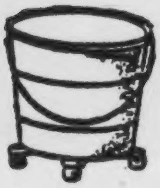
LOOK:

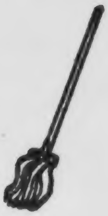


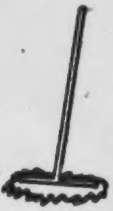


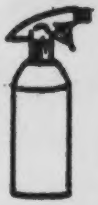


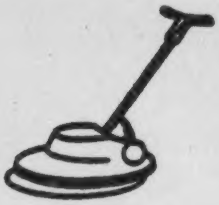












DO: DO JOB STEP 2.

READ: 3. GO TO THE WORK AREA.

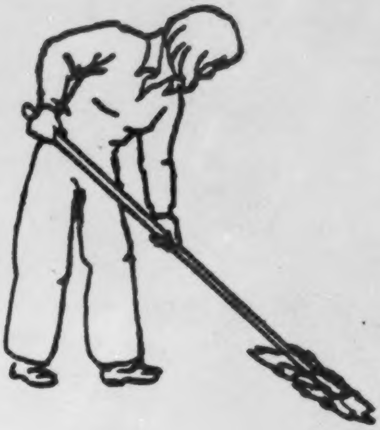
DO: DO JOB STEP 3.

CHECK: YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

"TURN THE PAGE"

READ: 4. DUST MOP THE FLOOR.

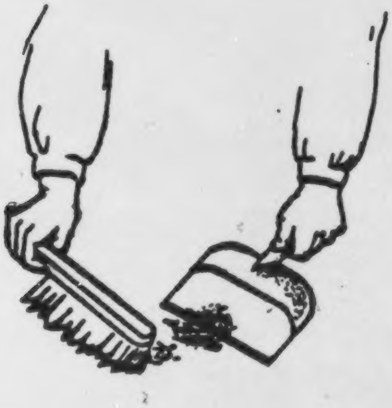
LOOK:



DO: DO JOB STEP 4.

READ: 5. COLLECT THE DIRT USING THE DUST PAN AND BENCH BRUSH.

LOOK:

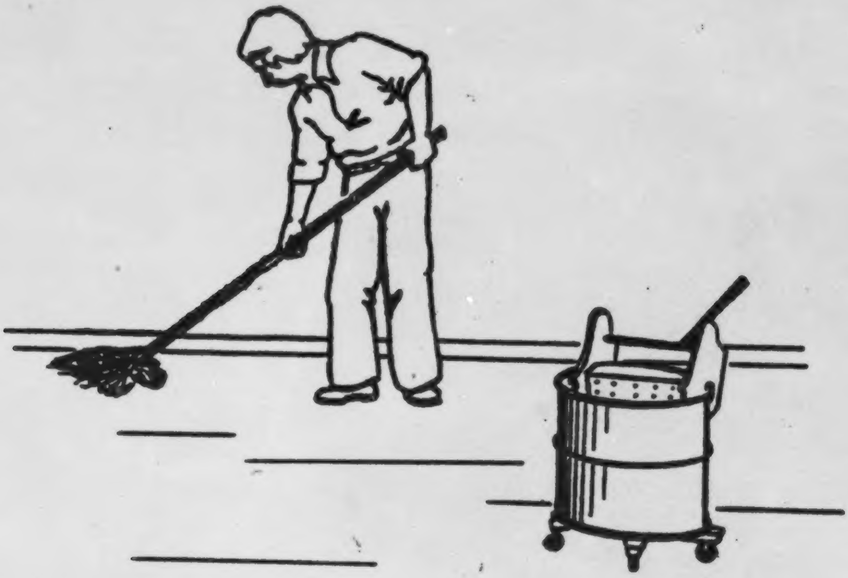


DO: DO JOB STEP 5.

"TURN THE PAGE"

READ: 6. DAMP MOP THE FLOOR.

LOOK:



DO: DO JOB STEP 6.

READ: 7. LET THE FLOOR DRY.

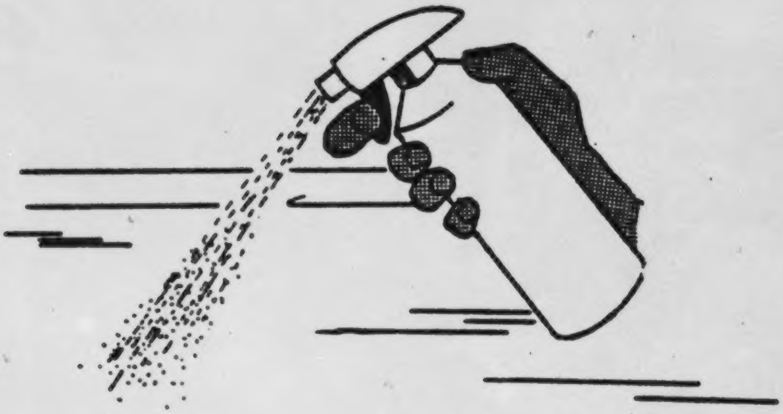
CHECK: ASK YOUR INSTRUCTOR TO LOOK AT YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 8. SPRAY WAX ON THE DULL SPOTS.

LOOK:

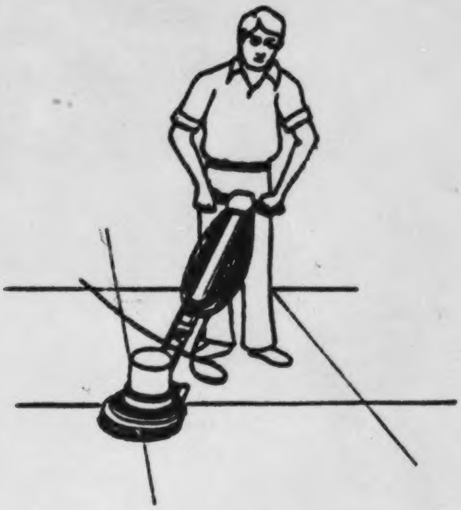


DO: DO JOB STEP 8.

"TURN THE PAGE"

READ: 9. BUFF THE FLOOR WITH THE FLOOR BUFFER OR THE AUTOMATIC FLOOR MACHINE.

LOOK:



****
SAFETY FIRST: USE ALL MACHINES WITH CARE.
****

DO: Do JOB STEP 9.

CHECK: ASK YOUR INSTRUCTOR TO LOOK AT YOUR WORK.

READ: 10. RETURN ALL EQUIPMENT TO THE STORAGE AREA. BE SURE THAT ALL EQUIPMENT IS CLEANED.

DO: Do JOB STEP 10.

CHECK: ASK YOUR INSTRUCTOR TO LOOK AT YOUR EQUIPMENT.

building maintenance & engineering

unit: Floor Care

capital area career center

module: 2201 01 17 1 date: 12-12-76 level:

skill title: How to Treat a Dust Mop

developed & written by: Lester Schick

visuals by: Sandra Gostomski

WORD GUIDE

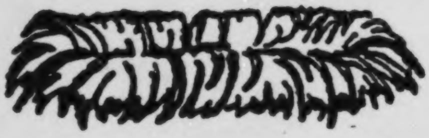
TREAT - PUTTING OIL ON THE MOP HEAD.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

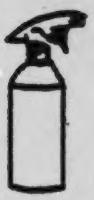
HOW TO TREAT A DUST MOP.

WHAT YOU WILL NEED:



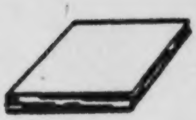
A NEW MOP HEAD

MOP OIL



HAND SPRAYER

RULER



PAD

PENCIL

WHAT YOU MUST DO:

1. READ THIS MODULE. DO THE TASKS.
2. CHOOSE YOUR EQUIPMENT.
3. TREAT A MOP HEAD, HANG IT UP, AND DO NOT USE IT FOR 12 HOURS.

"TURN THE PAGE"

JOB STEPS

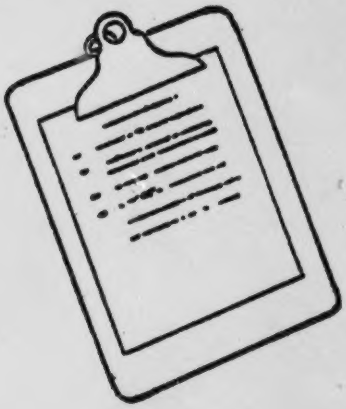
READ: 1. GET YOUR EQUIPMENT CHECKLIST FOR THE FLOOR CARE UNIT. READ THE LIST OF EQUIPMENT YOU WILL NEED. (PAGE 2)

DO: CHECK ALL THE EQUIPMENT YOU WILL NEED:

CHECK: WHEN YOU HAVE CHECKED EVERYTHING YOU WILL NEED, TAKE YOUR CHECKLIST TO YOUR INSTRUCTOR.

READ: 2. PICK UP THE EQUIPMENT YOU WILL NEED. USE YOUR CHECKLIST TO BE SURE YOU HAVE EVERYTHING. TAKE EQUIPMENT TO WORK AREA.

DO: DO JOB STEP 2. YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

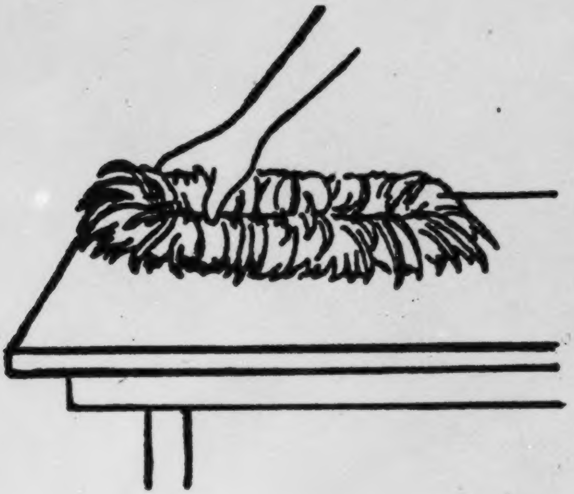


"TURN THE PAGE"

JOB STEPS

READ: 3. PUT THE MOP HEAD ON THE BENCH.

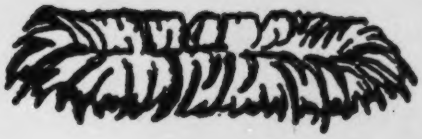
LOOK:



DO: DO JOB STEP 3.

READ: 4. THE BOTTOM OF THE MOP MUST FACE UP.

LOOK:



"TURN THE PAGE"

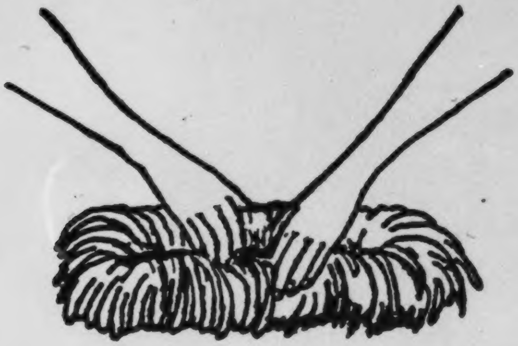
WORD GUIDE

STRANDS - THE THICK STRINGS THAT HANG LOOSE ON THE MOP.

JOB STEPS

READ: 5. SPREAD THE STRANDS OUT EVENLY AROUND THE CENTER OF THE MOP.

LOOK:



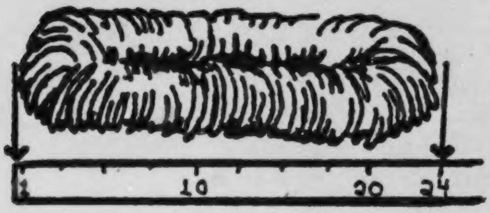
DO: DO JOB STEP 5.

"TURN THE PAGE"

JOB STEPS

READ: 6. Measure the width of the mop. Use a ruler. Write down the number of inches.

LOOK:



DO: Do job step 6.

READ: 7. Divide the number of inches by 6, if you treat mops once a week. If you treat mops every day, divide by 12.

DO: Do job step 7.

CHECK: Check your work with your instructor.

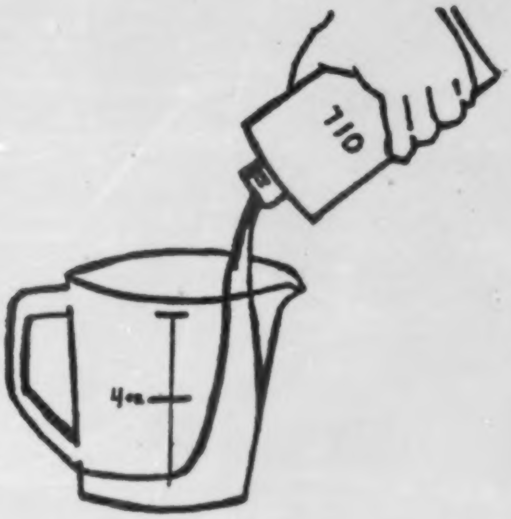
"Turn the page"

JOB STEPS

READ: 8. THE ANSWER TO STEP 7 IS THE NUMBER OF OUNCES OF MOP OIL YOU NEED.

READ: 9. MEASURE OUT THE RIGHT NUMBER OF OUNCES OF MOP OIL.

LOOK:



DO: DO JOB STEP 9.

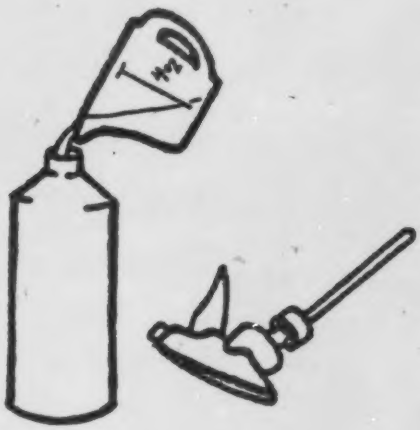
CHECK: ASK YOUR INSTRUCTOR TO HELP YOU POUR THE RIGHT NUMBER OF MOP OIL OUNCES.

"TURN THE PAGE"

JOB STEPS

READ: 10. ADD THE MOP OIL TO THE HAND SPRAYER.

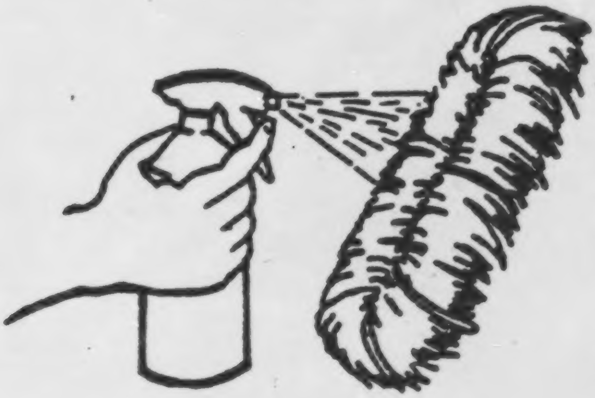
LOOK:



DO: DO JOB STEP 10.

READ: 11. SPRAY THE OIL EVENLY ON THE MOP HEAD.

LOOK:



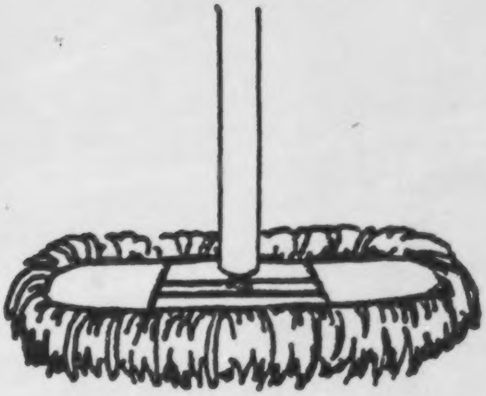
DO: DO JOB STEP 11.

"TURN THE PAGE"

JOB STEPS

READ: 12. HANG THE MOP BY THE HANDLE. THE STRANDS MUST HANG TOWARDS THE FLOOR.

LOOK:



DO: DO JOB STEP 12.

READ: 13. LEAVE THE MOP HANGING FOR 12 HOURS.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

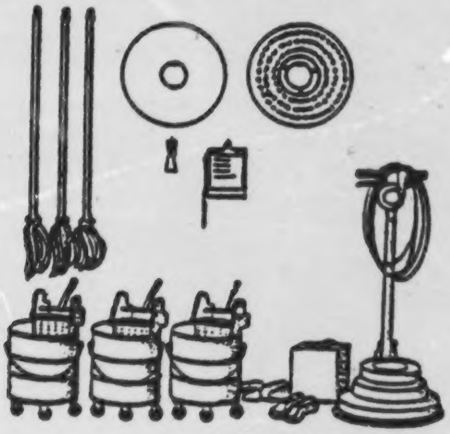
JOB STEPS

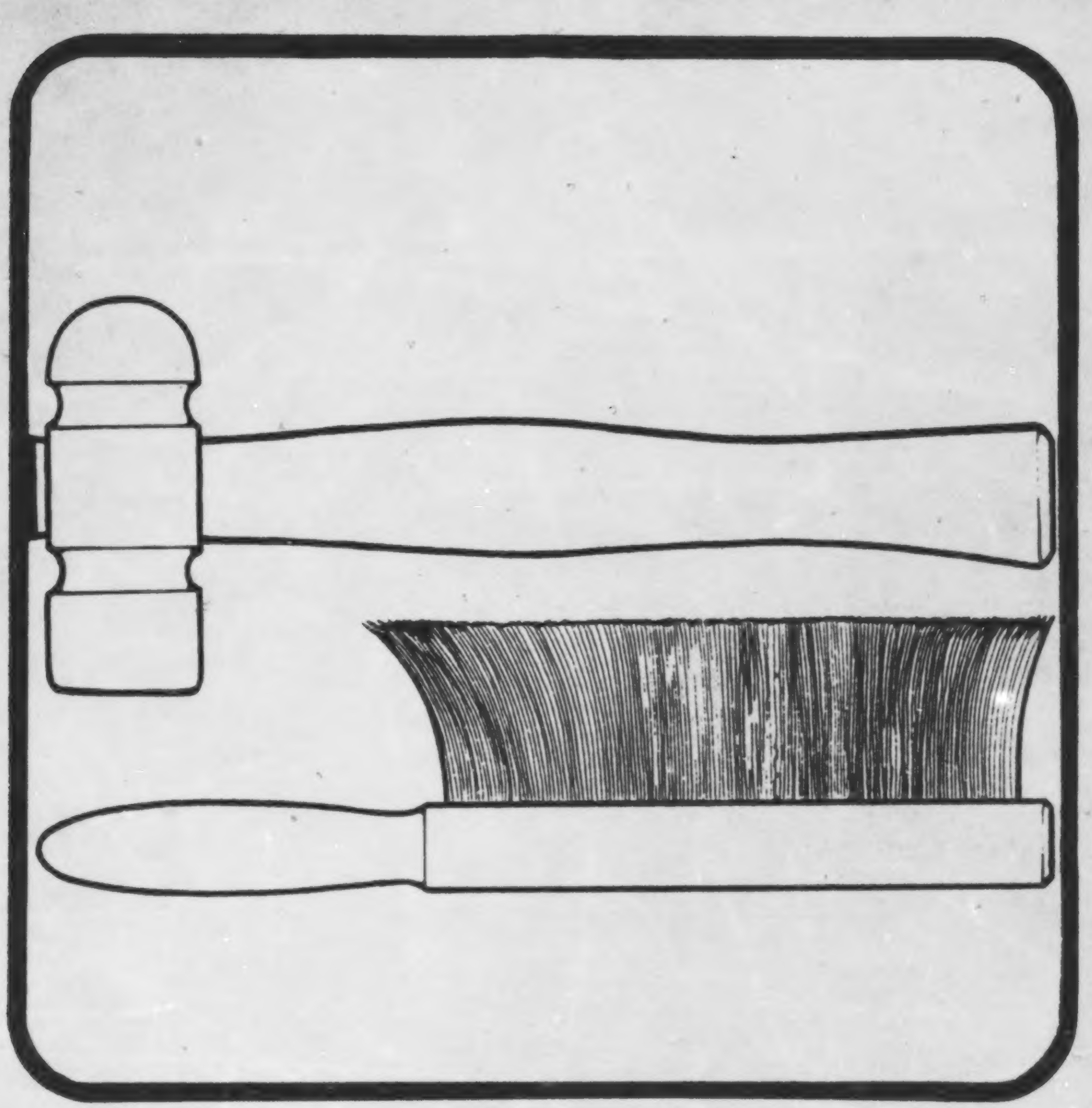
READ: 14. TREAT ALL NEW OR CLEANED MOP HEADS FOLLOWING STEPS 3-13.

DO: DO JOB STEP 14.

READ: 15. RETURN ALL EQUIPMENT TO THE STORAGE AREA. BE SURE THAT ALL EQUIPMENT IS CLEAN.

DO: DO JOB STEP 15.





building maintenance & engineering

unit: GENERAL MAINTENANCE

capital area career center

module: 2201 02 001 1 date: DECEMBER 1976 level: I

skill title: FLUORESCENT LAMP PLACEMENT

developed & written by: BUSTER CRABB

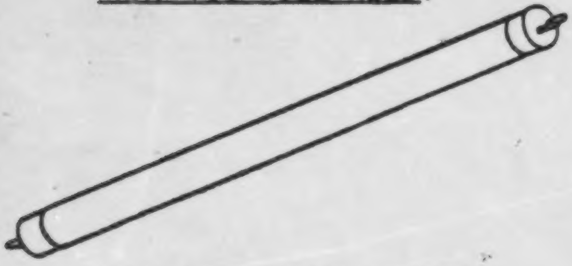
visuals by: SANDRA STARNAMAN

PERFORMANCE OBJECTIVE

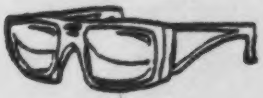
WHAT YOU WILL LEARN:

1. HOW TO TAKE OUT FLUORESCENT LAMPS.
2. HOW TO PUT IN NEW FLUORESCENT LAMPS.

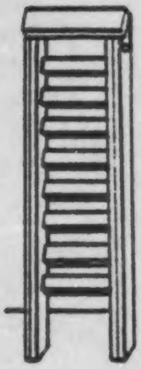
WHAT YOU WILL NEED:



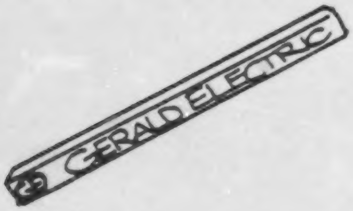
NEW FLUORESCENT LAMPS



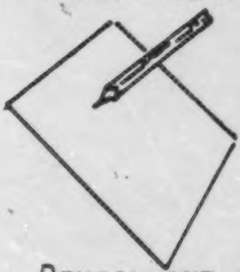
SAFETY GLASSES



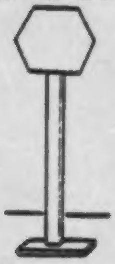
STEP LADDER



FLUORESCENT LAMP BOX

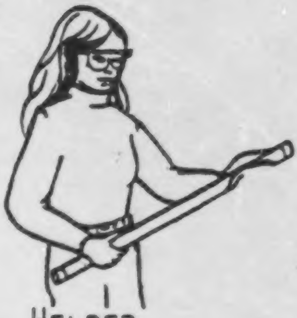


PENCIL AND PAPER



SAFETY SIGNS
(CAUTION: OVERHEAD
WORKER)

DROP CLOTH



HELPER

"TURN THE PAGE"

WHAT YOU MUST DO:

1. WATCH SLIDES AND LISTEN TO TAPE.
2. READ THE MODULE.
3. GET YOUR EQUIPMENT.
4. TAKE OUT USED FLUORESCENT LAMPS.
5. PUT IN NEW FLUORESCENT LAMPS.
6. PUT EQUIPMENT BACK IN RIGHT PLACE.

INFORMATION

YOU PUT IN NEW FLUORESCENT LAMPS WHEN:

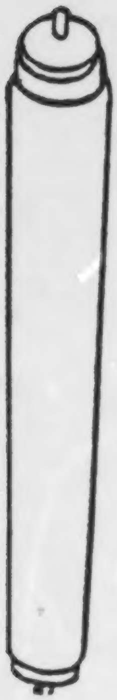
1. THE ENDS TURN BROWN.
2. THE LAMPS BLINK ON AND OFF.
3. NO LIGHT IS GIVEN OUT.
4. THE LIGHT IS DIM.

IF ANY OF THESE THINGS HAPPEN, IT IS NOT GOOD FOR YOUR EYES OR FOR THE ELECTRIC PARTS OF LAMPS. FLUORESCENT LAMPS ARE COVERED BY A CASE OR SHIELD. ONE KIND IS MADE OF GLASS AND ANOTHER KIND IS MADE OF PLASTIC.

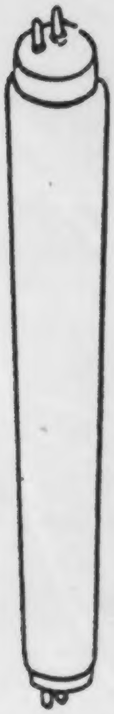
INFORMATION

THERE ARE THREE KINDS OF LAMPS AND THEY LOOK LIKE THIS:

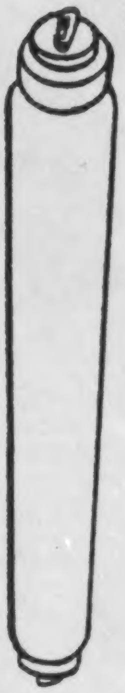
Single pin



Double pin

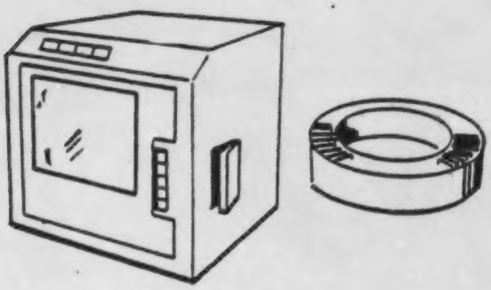


Double pin shielded



READ: 1. LOOK AT THE TAPE/SLIDE SHOW ABOUT CHANGING FLUORESCENT LAMPS.

LOOK:



DO: DO JOB STEP 1.

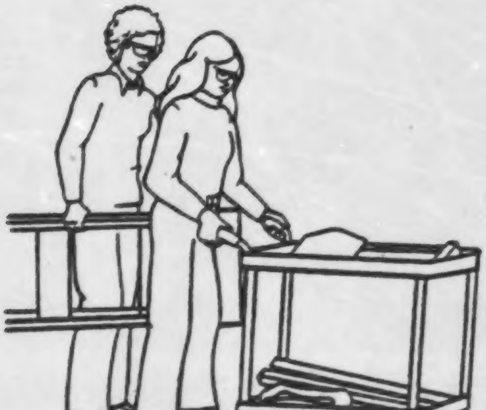
READ: 2. GET ALL THE EQUIPMENT YOU WILL NEED.

DO: DO JOB STEP 2.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE EVERYTHING YOU NEED.

READ: 3. GO TO YOUR WORK AREA.

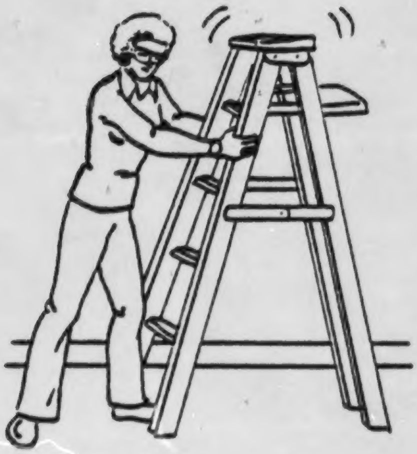
DO: DO JOB STEP 3.



"TURN THE PAGE"

READ: 4. CHECK YOUR LADDER TO MAKE SURE IT IS OK. OPEN IT AND MAKE SURE IT DOES NOT MOVE AROUND WHILE YOU ARE ON IT.

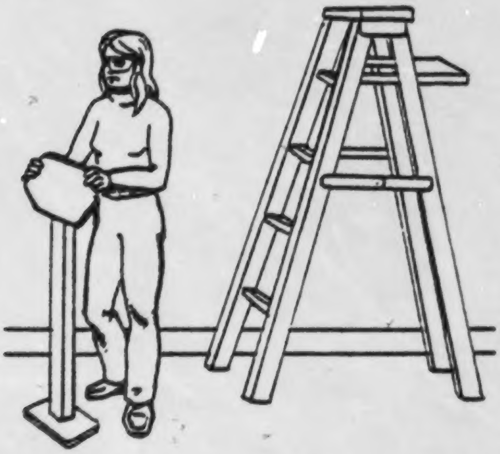
LOOK:



DO: DO JOB STEP 4.

READ: 5. PUT WARNING SIGNS ON EACH SIDE OF THE WORK AREA.

LOOK:

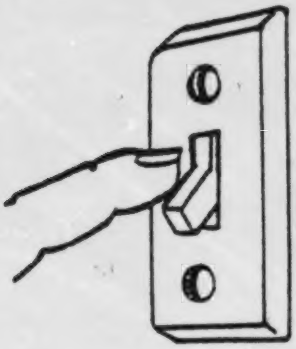


DO: DO JOB STEP 5.

"TURN THE PAGE"

READ: 6. FIND THE LIGHT SWITCH NEAR WHERE YOU WILL BE DOING YOUR WORK AND TURN IT "OFF".

LOOK:



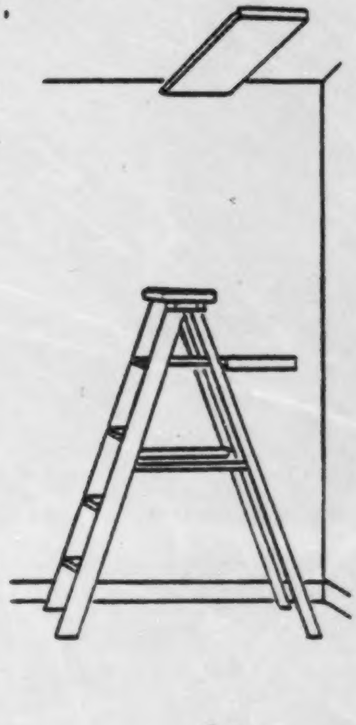
DO: Do job step 6.

READ: 7. PUT ON YOUR SAFETY GLASSES.

DO: Do job step 7.

READ: 8. PUT YOUR LADDER UNDER THE LAMP HOLDER. MAKE SURE IT IS SAFE AND SOLID.

LOOK:

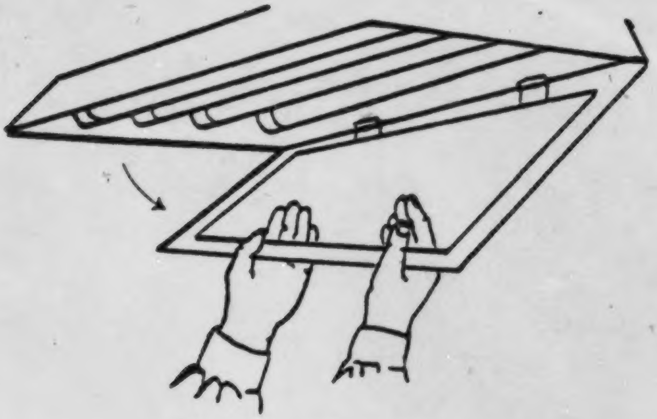


DO: Do job step 3.

"TURN THE PAGE"

READ: 9. CLIMB UP YOUR LADDER.
REACH UP AND GENTLY LET DOWN THE SHIELD THAT COVERS THE FLUORESCENT LAMPS.

LOOK:



DO: DO JOB STEP 9.

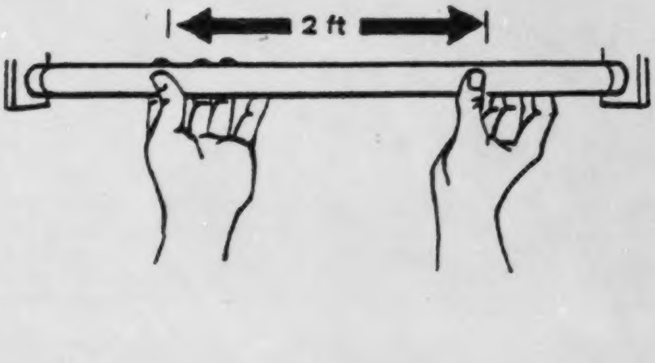
CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE TAKEN DOWN THE SHIELD IN THE RIGHT WAY.

READ: 10. HAVE YOUR INSTRUCTOR SHOW YOU A FIXTURE WITH A SINGLE PIN LAMP.

DO: DO JOB STEP 10.

READ: 11. TAKE HOLD OF THE LAMP IN THE MODDLE WITH BOTH OF YOUR HANDS ABOUT TWO (2) FEET APART.

LOOK:

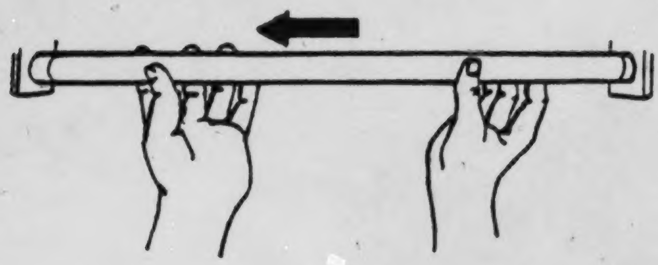


DO: DO JOB STEP 11.

"TURN THE PAGE"

READ: 12. GENTLY, PUSH AGAINST ONE END OF THE LAMP WITH YOUR HANDS. THE PIN AT THE OTHER END WILL COME FREE.

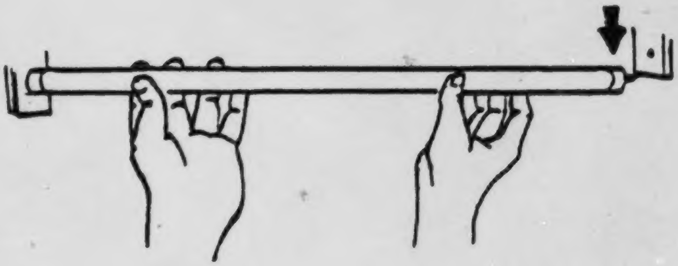
LOOK:



DO: DO JOB STEP 12.

READ: 13. NOW, PULL THIS FREE END DOWN. THE TUBE SHOULD BE FREE.

LOOK:



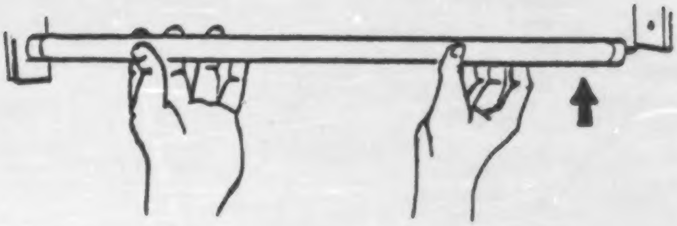
DO: DO JOB STEP 13.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK SO FAR.

"TURN THE PAGE"

READ: 14. NOW PUT IN A NEW LAMP. PUT THE OLD TUBE IN THE EMPTY BOX AND GET A NEW ONE. PUT ONE END INTO THE FIXTURE, PUSH UP ON THE OTHER END.

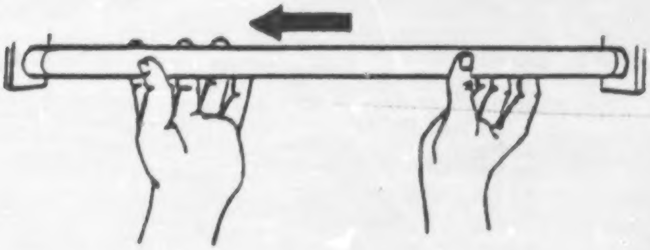
LOOK:



DO: DO JOB STEP 14.

READ: 15. PUSH IN ONE END, AND PUT THE OTHER END INTO THE HOLE FOR THE PIN.

LOOK:

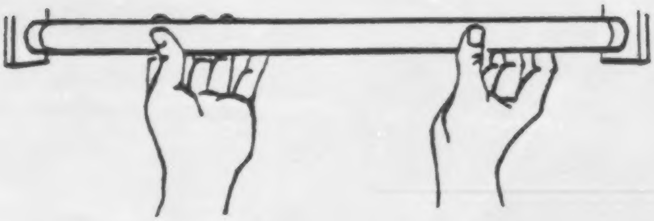


DO: DO JOB STEP 15.

"TURN THE PAGE"

READ: 16. Stop pushing at the one end and let the other end slip into the hole.

LOOK:

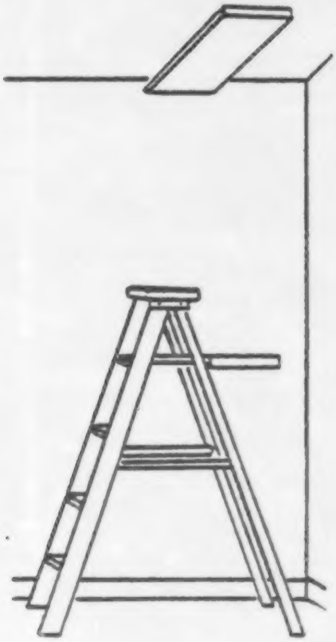


DO: Do job step 16.

CHECK: Ask your instructor to check that your work is ok so far.

READ: 17. Now, move your ladder under the double-pin lamp.

LOOK:

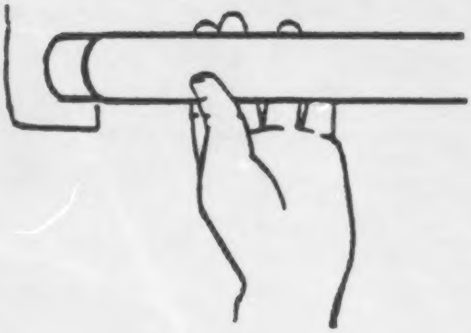


DO: Do job step 17.

"TURN THE PAGE"

READ: 18. TAKE HOLD OF THE LAMP AT THE MIDDLE WITH YOUR THUMB AND FINGERS. HAVE YOUR HANDS AS CLOSE TO THE END OF THE LAMP AS YOU CAN.

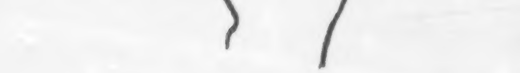
LOOK:



DO: Do JOB STEP 18.

READ: 19. TURN THE LAMP BY MOVING THE THUMBS DOWN AND THE FINGERS UP.

LOOK:

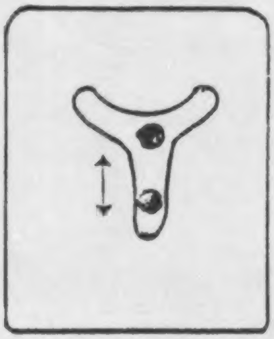


DO: Do JOB STEP 19.

"TURN THE PAGE"

READ: 20. THIS PUTS BOTH PINS IN THE UP AND DOWN SLOT.

LOOK:

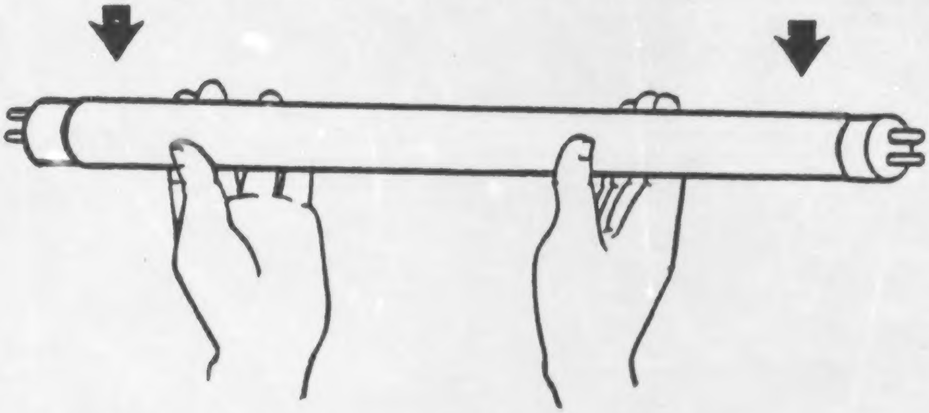


DO: DO JOB STEP 20.

CHECK: HAVE YOUR INSTRUCTOR CHECK THAT THE PINS ARE OK.

READ: 21. WITH YOUR HANDS, GENTLY PULL DOWN THE LAMP. THIS SHOULD FREE IT FROM THE SOCKET.

LOOK:



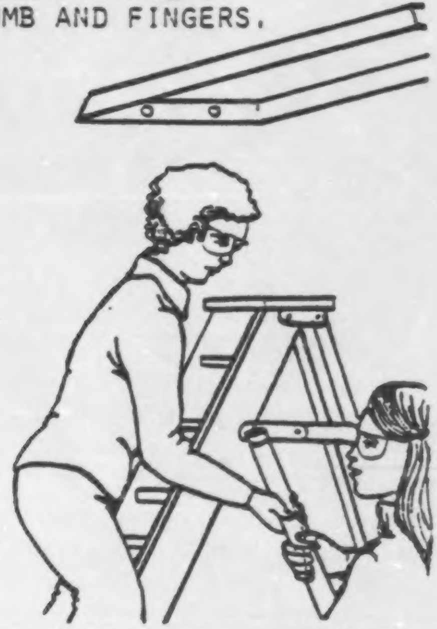
DO: DO JOB STEP 21.

CAUTION: DO NOT FORCE THE LAMP. IT COULD BREAK AND BLOW UP.

"TURN THE PAGE"

READ: 22. GET A NEW LAMP. TAKE IT BETWEEN YOUR THUMB AND FINGERS.

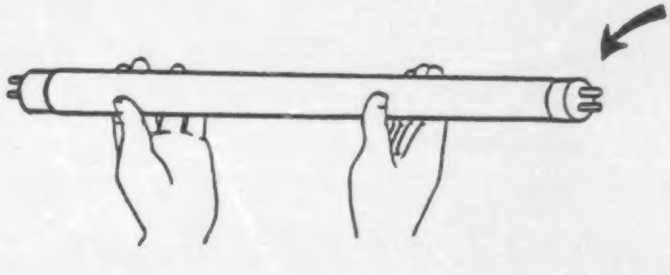
LOOK:



DO: DO JOB STEP 22.

READ: 23. LINE THE PINS AS SHOWN IN THE PICTURE.

LOOK:

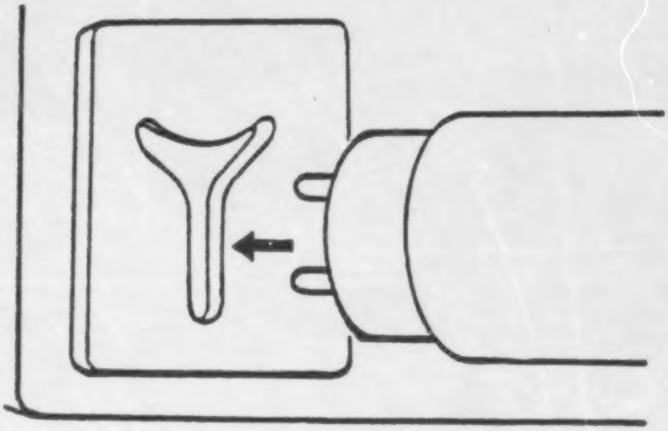


DO: DO JOB STEP 23.

"TURN THE PAGE"

READ: 26. PUT THE LAMP PINS INTO THE UP AND DOWN OPENINGS AS FAR AS YOU CAN.

LOOK:



DO: DO JOB STEP 26.

CHECK: ASK YOUR INSTRUCTOR TO CHECK THAT YOU HAVE THE PINS IN THE SLOT IN THE RIGHT WAY.

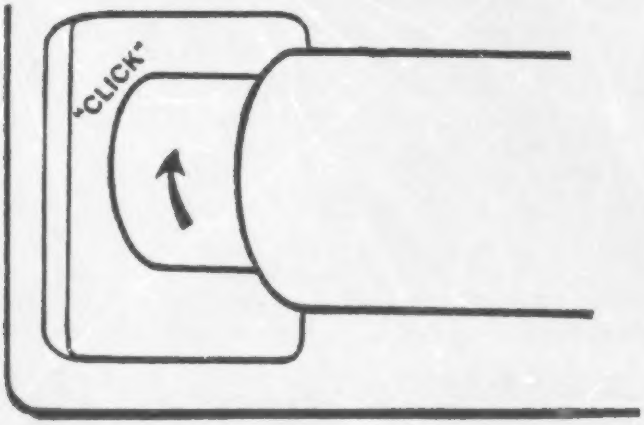
READ: 27. TURN THE LAMP 1/4 TURN EITHER WAY. YOU WILL HEAR A CLICK, THE LAMP WILL BE LOCKED IN.

****

* CAUTION: DO NOT FORCE THE LAMP. IT COULD BREAK AND BLOW UP. *

****

LOOK:



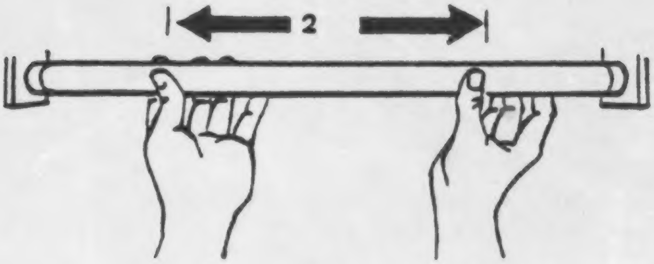
DO: DO JOB STEP 27.

"TURN THE PAGE"

CHECK: Ask your instructor to check your work so far.

READ: 28. Now do the work on the double-pin shielded lamp just as you did on the single-pin lamp.

LOOK:

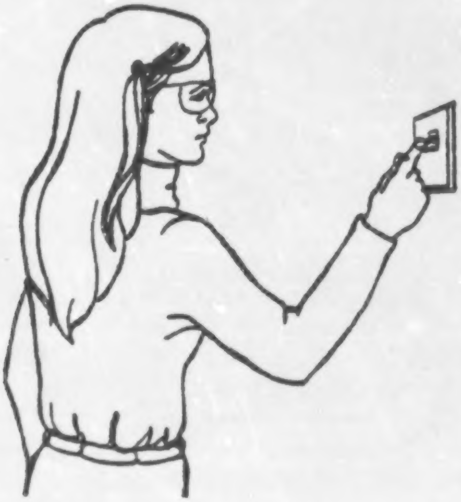


DO: Do job step 28.

CHECK: Have your instructor check that you do it right.

READ: 29. Step down from your ladder. Check out your new lamp by turning the light switch on.

LOOK:

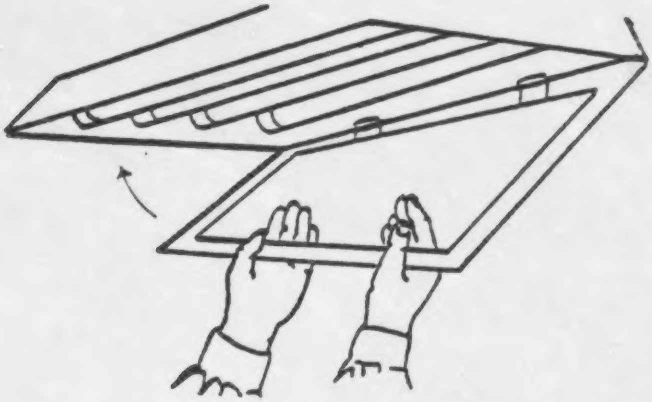


DO: Do job step 29.

"TURN THE PAGE"

READ: 30. Put the glass or plastic back over the new lamp.

LOOK:



DO: Do Job step 30.

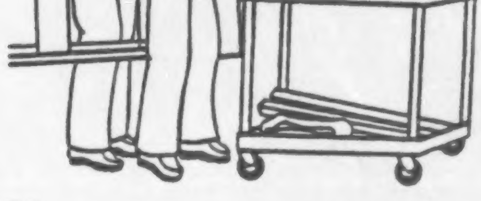
CHECK: Ask your instructor to check your work.

READ: 31. You should be finished with all three lamps. Make sure they all work. Make sure the covers are over all lamps.

DO: Do job step 31.

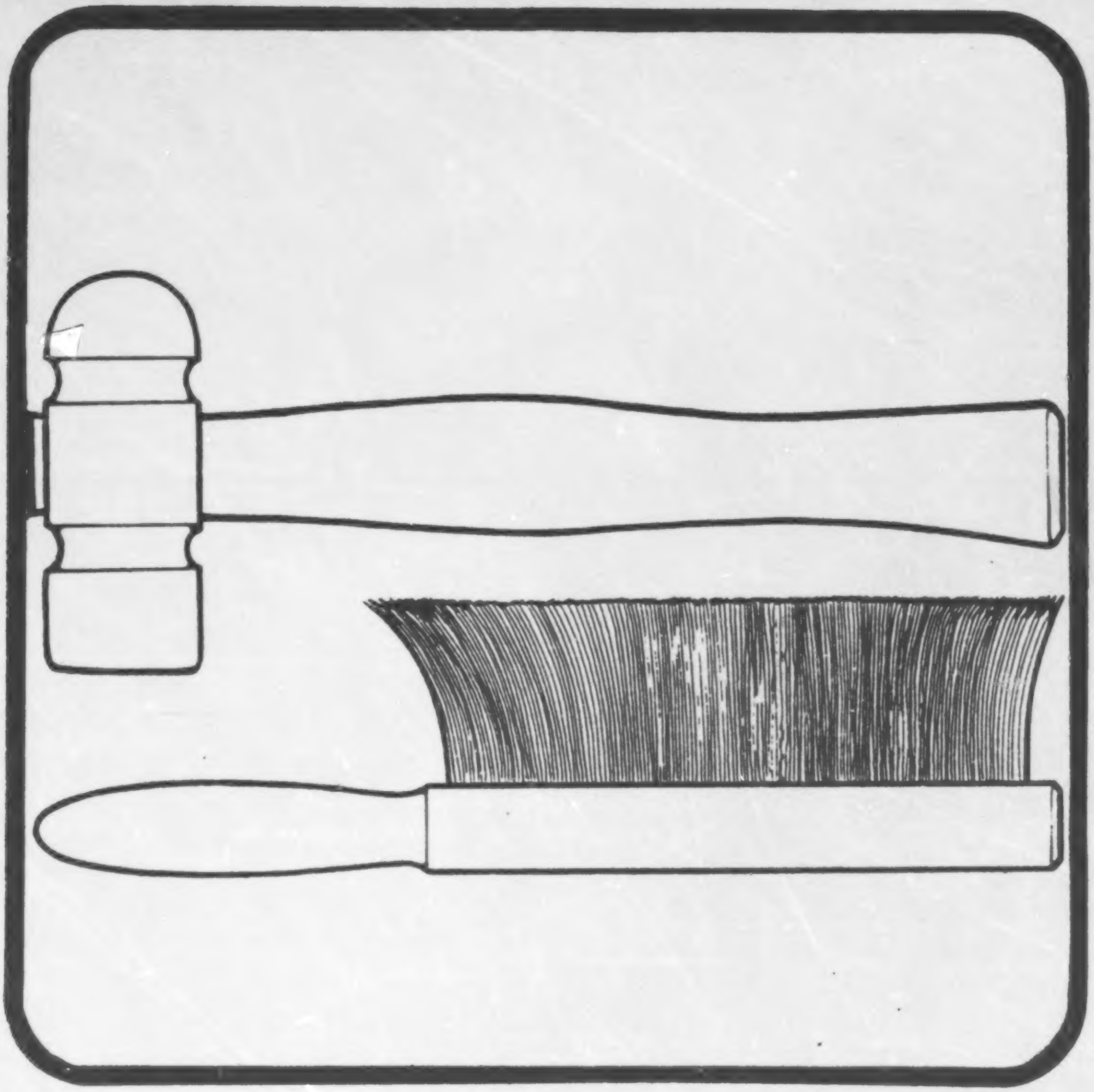
READ: 32. Take all your equipment to the storage area.

LOOK:



DO: Do job step 32.

"TURN THE PAGE"



building maintenance & engineering

unit: GENERAL MAINTENANCE

capital area career center

module: 2201 02 002 1 date: MAY 1977 level: I

skill title: FLOURESCENT FIXTURE, SHADE, AND TUBE WASHING

developed & written by: DWIGHT SMITH

visuals by: SANDRA STARNAMAN

WORD GUIDE

FLOURESCENT - LONG TUBE, TYPE OF LIGHT BULB.

FIXTURE - LIGHT HOLDER.

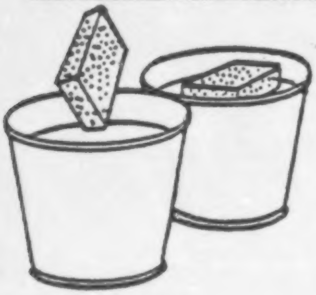
LOUVERED - WITH SLOTS (SEE PAGE 4 FOR PICTURES OF SHIELDS.

PERFORMANCE OBJECTIVE

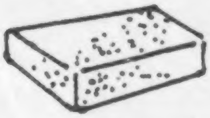
WHAT YOU WILL LEARN:

HOW TO CLEAN FLOURESCENT TUBES, GLASS OR PLASTIC LOUVERED-TYPE FLOURESCENT SHIELDS, AND FIXTURES.

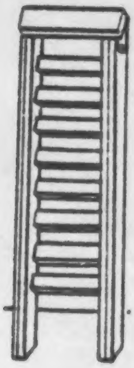
WHAT YOU WILL NEED:



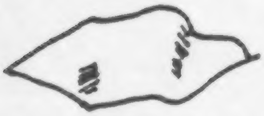
2 PAILS



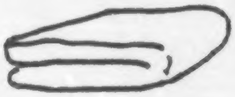
SPONGE



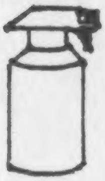
STEP LADDER



WIPING CLOTHS



DROP CLOTH



ALL-PURPOSE CLEANER

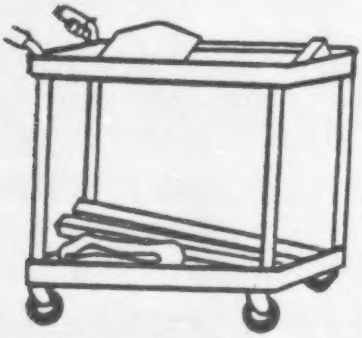
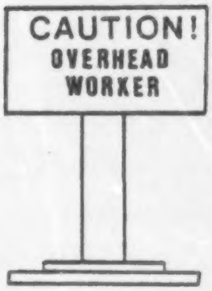


TABLE OR STAND WITH WHEELS



SAFETY/CAUTION SIGNS

HELPER (IF POSSIBLE)

"TURN THE PAGE"

WHAT YOU WILL NEED:

EQUIPMENT CHECKLIST AND PENCIL

WHAT YOU MUST DO:

1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. CLEAN A FLUORESCENT TUBE SO THAT:
    - A. THERE IS NO DIRT ON THE LAMP, SHIELD, OR FIXTURE.
    - B. YOU PUT THE LIGHT TOGETHER CORRECTLY AND IT WORKS.

"TURN THE PAGE"

INFORMATION

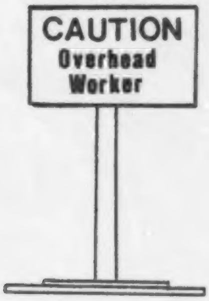
WHY DO LIGHTS AND FIXTURES NEED CLEANING?

DIRT GETS ON THE LIGHT SHIELDS AND CUTS DOWN THE LIGHT THAT CAN GET THROUGH. THIS CAN CAUSE PEOPLE TO HAVE HEADACHES, EYESTRAIN AND TIREDNESS, IF THEY STAY UNDER THIS SORT OF LIGHT TOO LONG.

BEFORE USING THE LADDER, CHECK IT FOR SAFETY.

1. IS THE LADDER HIGH ENOUGH? (DO NOT STRETCH TO REACH THE LIGHTS).
2. IS THE LADDER STRONG ENOUGH TO HOLD YOU?
3. IS THE LADDER STURDY? (STEADY)

USE A CAUTION SAFETY SIGN LIKE THIS:



SOMETIMES YOU WILL HAVE TANKS OR TABLES WITH WHEELS. THEY SHOULD BE 6 TO 12 INCHES LONGER THAN THE TUBES YOU WILL WASH.

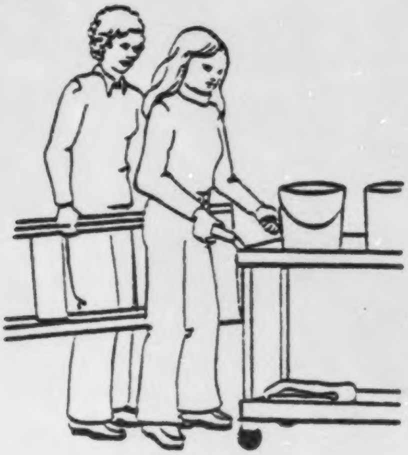
NOW DO: WHEN YOU KNOW THE INFORMATION ON PAGE 3, GO ON WITH THIS MOD.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET THE EQUIPMENT AND GO TO THE WORK AREA.

LOOK:

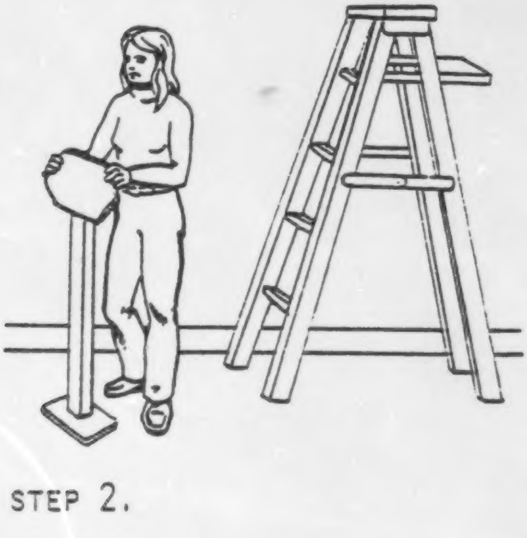


DO: DO JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR WHERE YOU WILL WASH LIGHT TUBES.

READ: 2. SET UP YOUR SAFETY SIGNS.

LOOK:

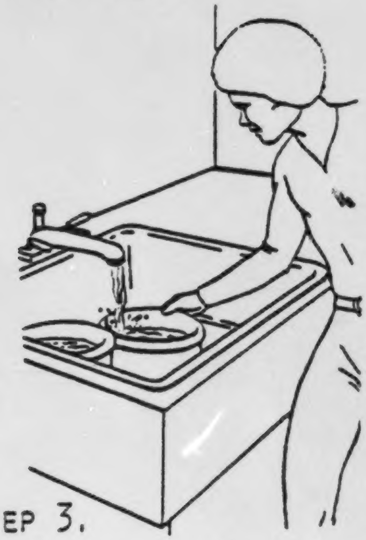


DO: DO JOB STEP 2.

"TURN THE PAGE"

READ: 3. Fill up both pails with warm water. Fill them 1/2 to 3/4 full.

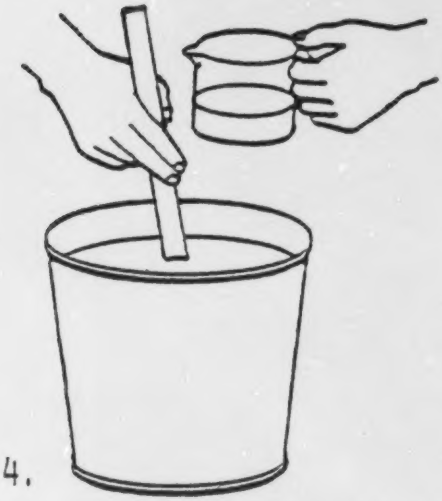
LOOK:



DO: Do job step 3.

READ: 4. Read the directions on the package of all-purpose cleaner, pour the right amount into one of the pails.

LOOK:



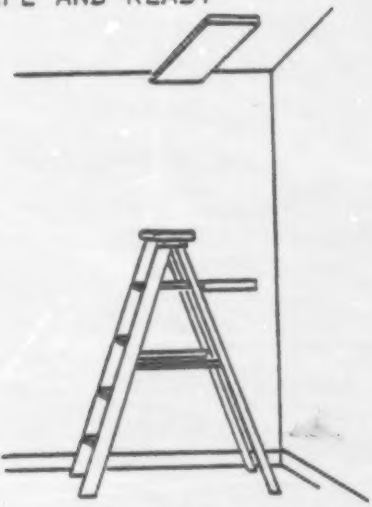
DO: Do job step 4.

CHECK: Ask your instructor to help you measure the amount of cleaner.

"Turn the page"

READ: 5. PUT THE LADDER UNDER THE FLOURESCENT LIGHT FIXTURE. BE SURE IT IS SAFE AND READY TO USE.

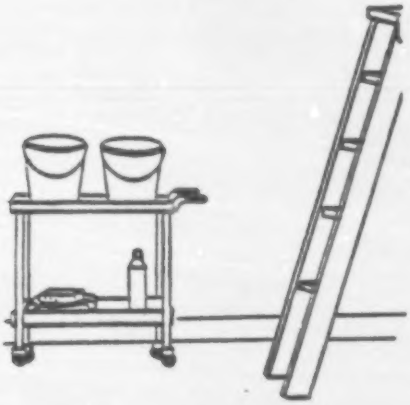
LOOK:



DO: DO JOB STEP 5.

READ: 6. IF YOU ARE USING TANKS OR A TABLE FOR WASHING, PUT THEM NEARBY.

LOOK:



DO: DO JOB STEP 6.

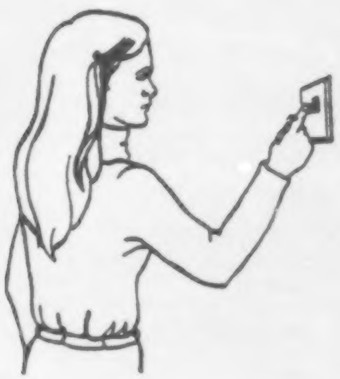
"TURN THE PAGE"

WORD GUIDE

SHIELD - Cover.

READ: 7. TURN OFF THE LIGHTS!

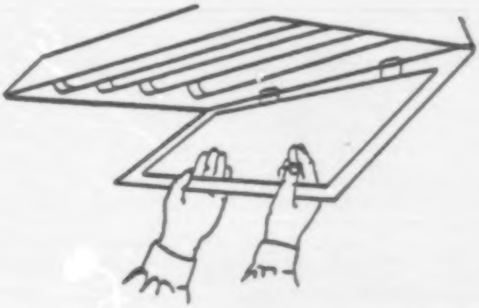
LOOK:



DO: Do job step 7.

READ: 8. Climb up the ladder and open the shield.

LOOK:

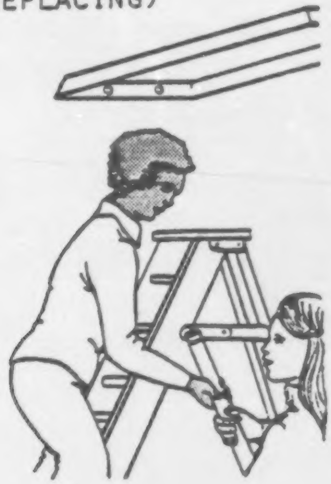


DO: Do job step 8.

"Turn the page"

READ: 9. TAKE OUT ONE TUBE AT A TIME HAND THEM TO YOUR HELPER. TAKE THE TUBES OUT LIKE YOU LEARNED IN MOD 2201 02 001. (FLOURESCENT LAMP REPLACING)

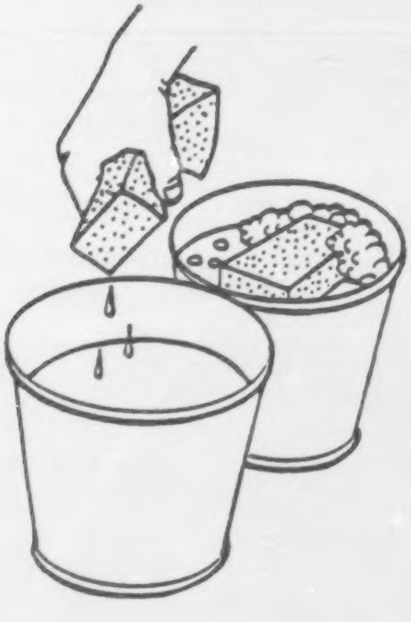
LOOK:



DO: Do JOB STEP 9.

READ: 10. PUT A SPONGE INTO THE WATER AND SOAP PAIL. THEN, SQUEEZE ALMOST ALL THE WATER OUT. THE SPONGE SHOULD NOT DRIP.

LOOK:

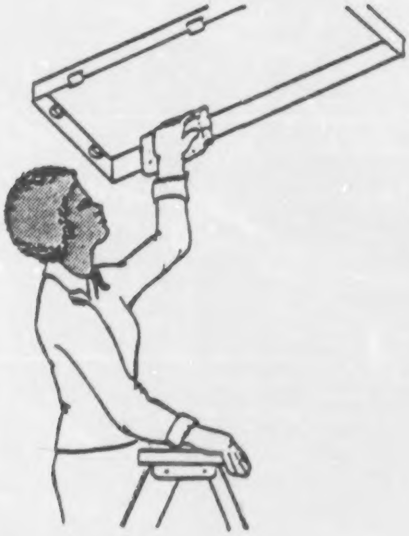


DO: Do JOB STEP 10.

"TURN THE PAGE"

READ: 11. WASH THE FIXTURE AND THE SHIELD WITH THE SPONGE.

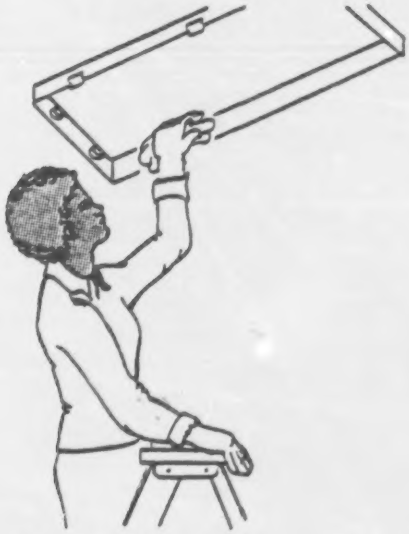
LOOK:



DO: Do JOB STEP 11.

READ: 12. USING A DRY WIPING CLOTH, DRY OFF THE FIXTURES AND SHIELDS.

LOOK:

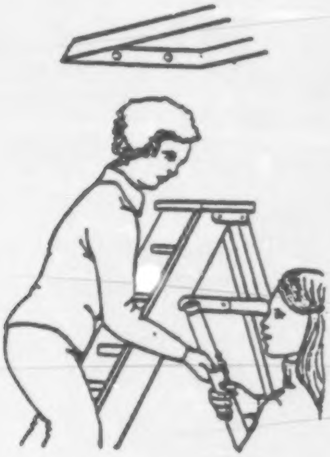


DO: Do JOB STEP 12.

"TURN THE PAGE"

READ: 13. GIVE THE TUBES BACK TO THE PERSON ON THE LADDER.

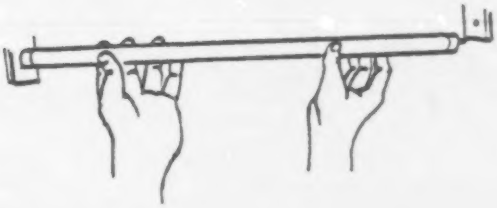
LOOK:



DO: Do JOB STEP 13.

READ: 14. PUT THE TUBES BACK INTO THE FIXTURE. BE SURE YOU PUT THEM IN CORRECTLY.

LOOK:

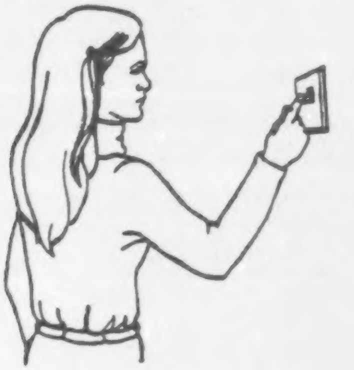


DO: Do JOB STEP 14.

"TURN THE PAGE"

READ: 15. ASK THE HELPER TO TURN ON THE LIGHTS. IF THEY WORK ALRIGHT, PUT THE SHIELD BACK ON. IF THE LIGHTS DO NOT WORK, CHECK YOUR WORK AND TRY IT AGAIN.

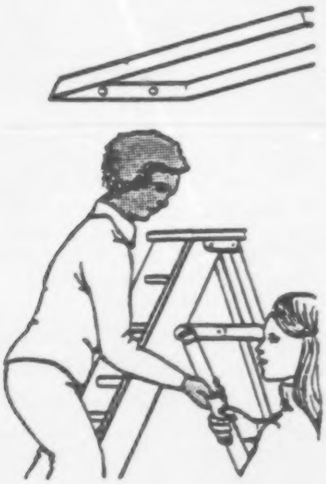
LOOK:



DO: DO JOB STEP 15.

READ: 16. GO ON TO THE NEXT FIXTURE AND REPEAT JOB STEPS 6-17.

LOOK:



DO: DO JOB STEP 16 ON EACH FIXTURE YOU ARE SUPPOSED TO DO.

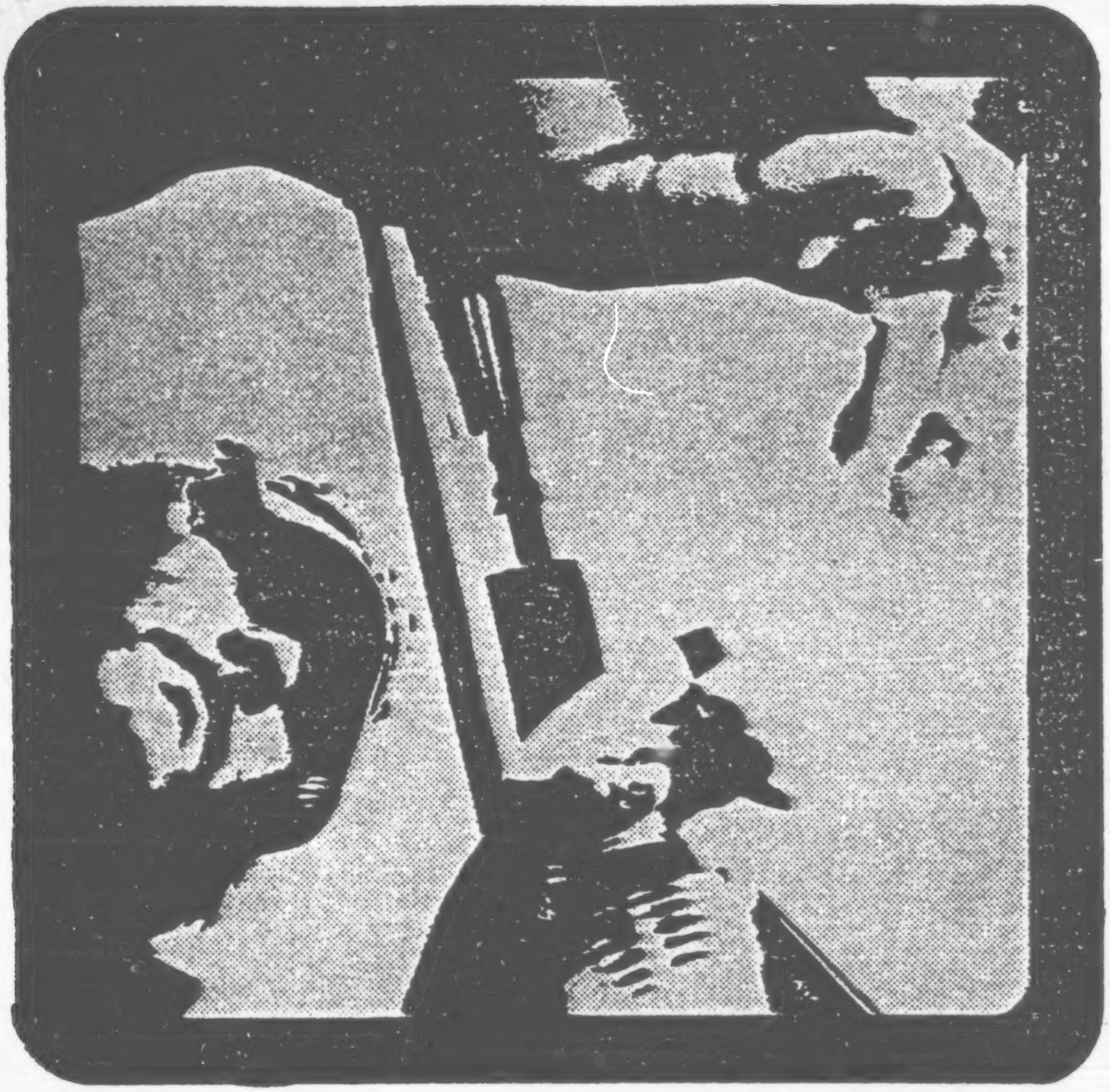
READ: 17. YOU CAN WASH FLOURESCENT FIXTURES, TUBES AND SHIELDS.

"TURN THE PAGE"

READ: 13. CLEAN AND PUT AWAY ALL EQUIPMENT.

DO: Do STEP 18.

CHECK: HAVE YOUR INSTRUCTOR CHECK YOUR WORK.



building maintenance & engineering

unit: WALL CARE

capital area career center

module: 2201 02 3 1 date: 2/77 level:

skill title: SPOT CLEAN AND WASH WALLS

developed & written by: DWIGHT SMITH

visuals by: SANDRA STARNAMAN

WORD GUIDE

SCAFFOLDING - Platform to stand on to reach high places.

PERFORMANCE OBJECTIVE

What You Will Learn:

How to spot clean and wash walls.

What you Will Need:

Hand duster
Drop cloths
Ladder or scaffolding
Caution signs
Spray bottle
2 Sponges
All purpose cleaner
2 Pails
Wiping cloths
Rubber gloves
Steel wool #00
Paper and pencil

What You Must Do:

1. Read the job steps.
2. Clean a wall and remove all the dirt and smudges.
3. Clean and put away all the supplies and equipment.

"Turn the page"

INFORMATION

Read this material:

"Washing walls with a machine", Building and Plant Maintenance, Library - Page 350.

"Care of Equipment", Building and Plant Maintenance, Library - Pages 351-352.

Hints for washing walls:

1. Use circular motions.
2. Do not allow cleaning fluid to drip down onto a dry or already clean area.
3. Wash woodwork, molding (baseboards, door trim, etc.) while you're at it.
4. Clean your equipment when you are done.

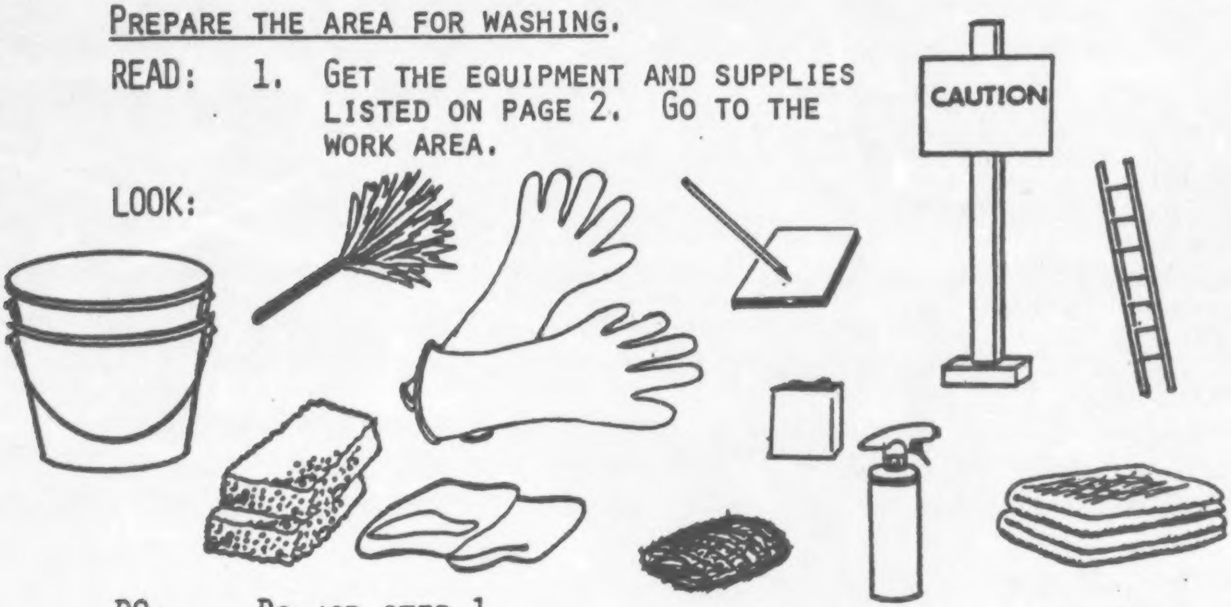
"Turn the page"

JOB STEPS

PREPARE THE AREA FOR WASHING.

READ: 1. GET THE EQUIPMENT AND SUPPLIES LISTED ON PAGE 2. GO TO THE WORK AREA.

LOOK:

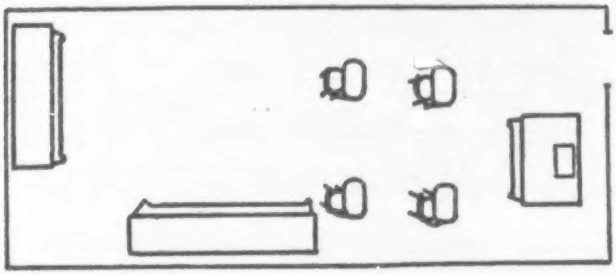


DO: Do JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR WHERE TO CLEAN.

READ: 2. MAKE A MAP OF ALL FURNITURE, PICTURES OR DRAPES YOU MIGHT NEED TO MOVE.

LOOK:



DO: Do JOB STEP 2.

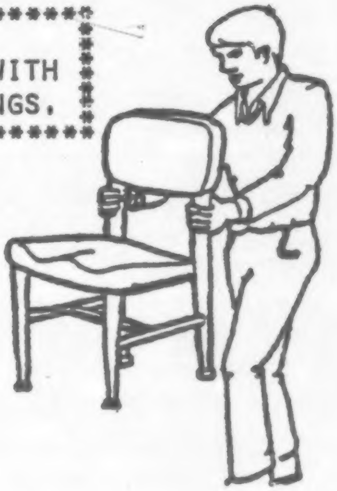
CHECK: SHOW YOUR MAP TO YOUR INSTRUCTOR.

"TURN THE PAGE"

READ: 3. MOVE ALL THE THINGS THAT ARE IN YOUR WAY.

CAUTION! GET HELP WITH HEAVY THINGS.

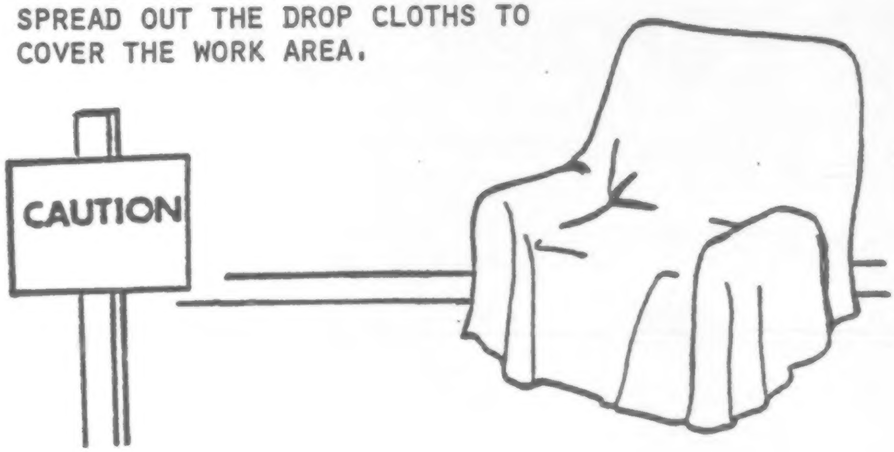
LOOK:



DO: DO JOB STEP 3.

READ: 4. PUT OUT THE CAUTION SIGNS AND SPREAD OUT THE DROP CLOTHS TO COVER THE WORK AREA.

LOOK:

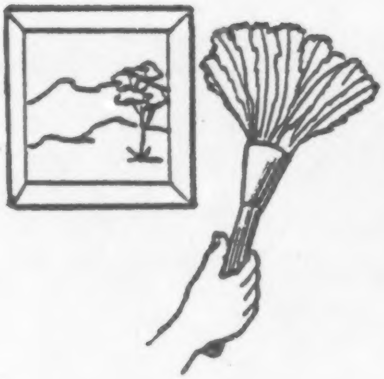


DO: DO JOB STEP 4.

"TURN THE PAGE"

READ: 5. DUST OFF THE WALLS. REMOVE LOOSE DIRT AND SPIDER WEBS.

LOOK:

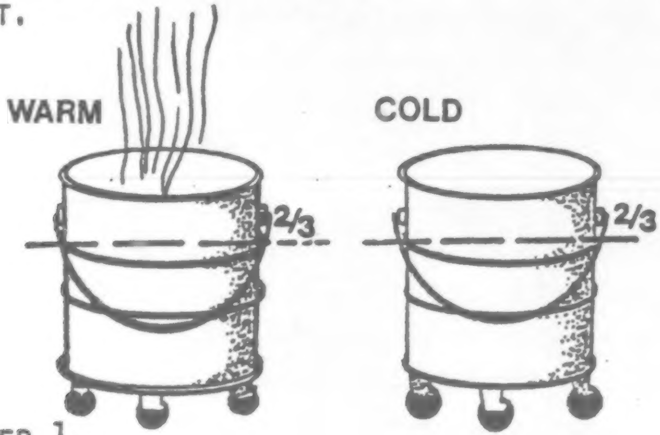


DO: DO JOB STEP 5.

WASHING THE WALLS.

READ: 1. FILL A PAIL 2/3 FULL WITH WARM WATER. FILL THE OTHER 2/3 FULL WITH COLD WATER. PUT A CLEAN SPONGE IN EACH BUCKET.

LOOK:

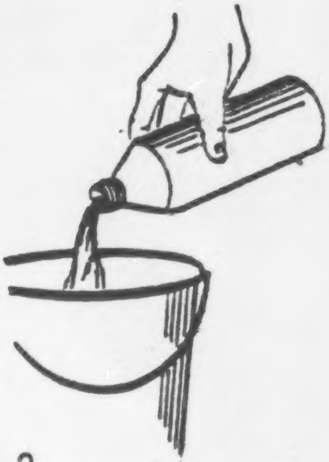


DO: DO JOB STEP 1.

"TURN THE PAGE"

READ: 2. PUT 6 OUNCES OF ALL-PURPOSE DETERGENT INTO THE WARM WATER PAIL.

LOOK:

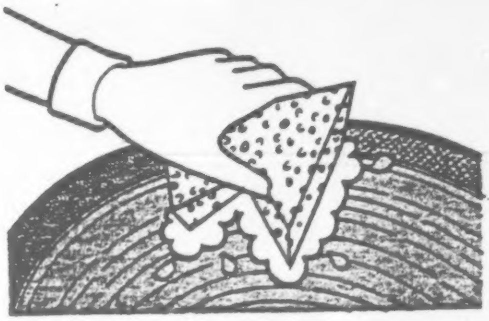


DO: DO JOB STEP 2.

CHECK: ASK YOUR INSTRUCTOR TO HELP YOU MEASURE THE CLEANER.

READ: 3. SQUEEZE MOST OF THE WATER FROM THE SPONGE IN THE CLEANING SOLUTION PAIL.

LOOK:

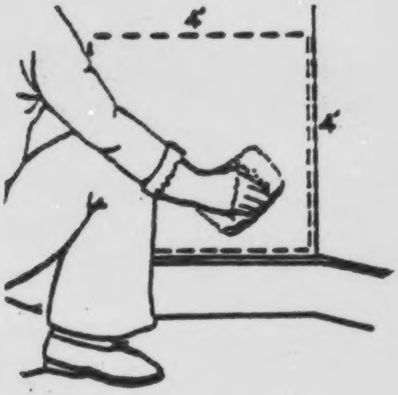


DO: DO JOB STEP 3.

"TURN THE PAGE"

READ: 4. Wash a 4 foot by 4 foot area.

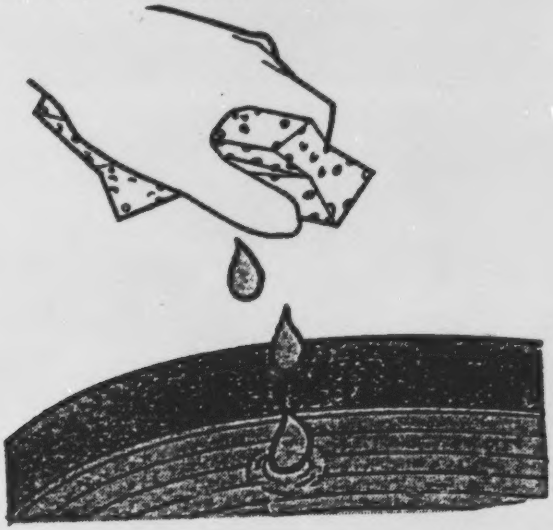
LOOK:



DO: Do job step 4.

READ: 5. Take the sponge from the pail of clean water. Squeeze out of it almost all of the water. The sponge must be slightly wet.

LOOK:

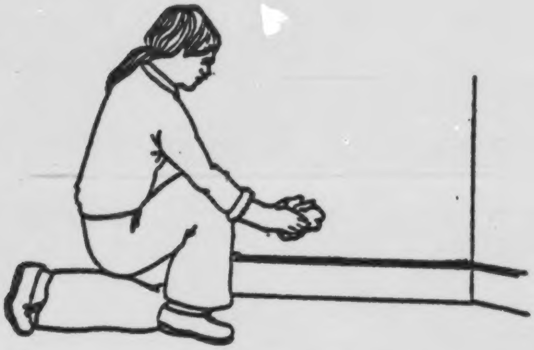


DO: Do job step 5.

"Turn the page"

READ: 6. RINSE THE AREA YOU JUST WASHED. THEN WIPE IT WITH A DRY CLOTH.

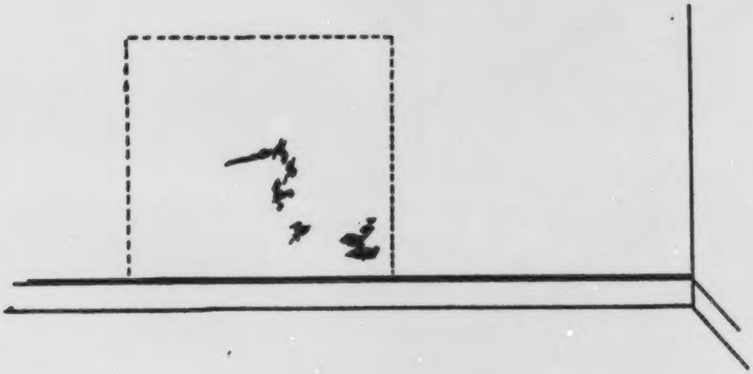
LOOK:



DO: DO JOB STEP 6.

READ: 7. MOVE OVER INTO A NEW 4 FOOT BY 4 FOOT AREA.

LOOK:



DO: DO JOB STEP 7. FINISH THE BOTTOM BEFORE YOU MOVE UP.

"TURN THE PAGE"

WORD GUIDE

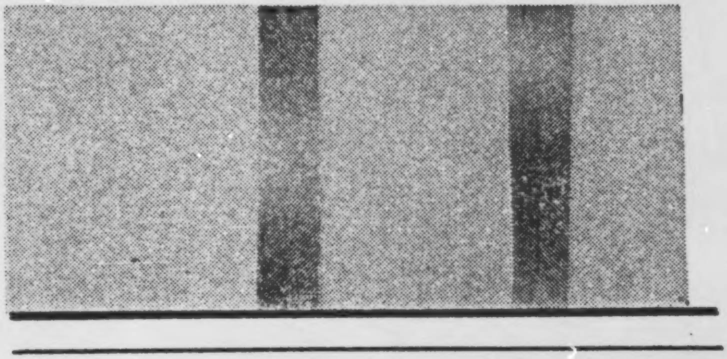
OVERLAP - RECLEANING OR GOING OVER A FEW INCHES INTO THE AREA YOU JUST CLEANED.

BORDER MARKS - DIRTY AREAS LEFT IF YOU DON'T OVERLAP.

JOB STEPS

READ: 8. REPEAT THE JOB STEPS 4,5,6, AND 7 FOR EACH AREA OF THE ENTIRE WALL. OVERLAP EACH EDGE.

LOOK:



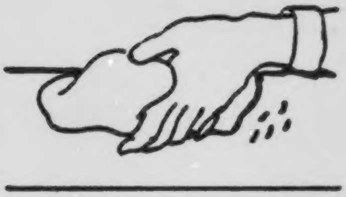
DO: DO JOB STEP 8.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK. YOUR INSTRUCTOR WILL CHECK FOR BORDER MARKS.

"TURN THE PAGE"

READ: 9. WIPE UP ALL DRIPS AND SPILLS RIGHT AWAY.

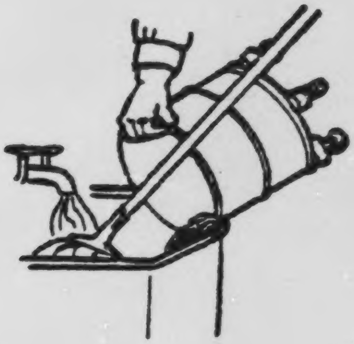
LOOK:



DO: DO JOB STEP 9 WHEN EVER YOU SPILL OR DRIP.

READ: 10. WHEN THE CLEANING SOLUTION GETS DIRTY, CHANGE IT. (SEE JOB STEP 1). WHEN THE RINSE WATER GETS DIRTY, CHANGE IT.

LOOK:

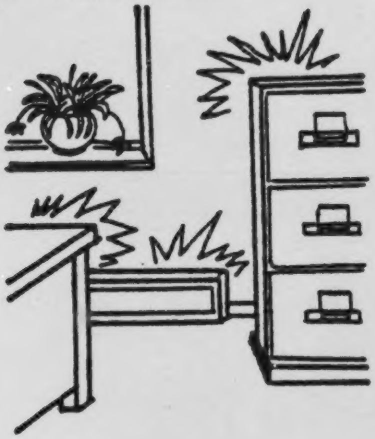


DO: DO JOB STEP 10.

"TURN THE PAGE"

READ: 11. Put all furniture and anything else you moved back to its proper place.

LOOK:

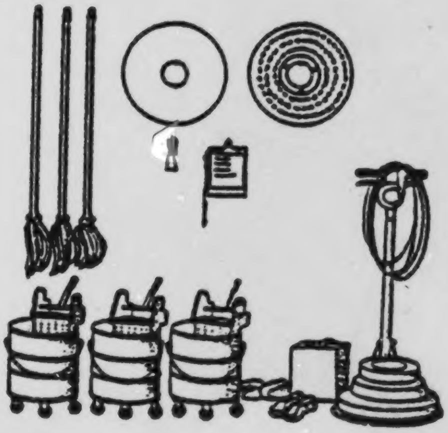


DO: Do job step 11.

CHECK: Show your map to your instructor. Your instructor will check to see if everything is in its place.

READ: 12. Clean all the equipment and put it away.

LOOK:



DO: Do job step 12.

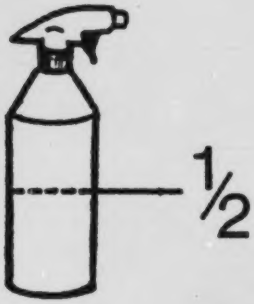
CHECK: Your instructor will check the equipment.

"Turn the page"

SPOT CLEANING WALLS.

READ: 1. FILL SPRAY BOTTLE 1/2 WITH CLEANING SOLUTION AND 1/2 WITH COLD WATER.

LOOK:

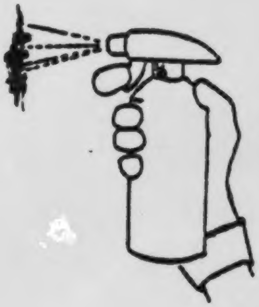


DO: DO JOB STEP 1.

CHECK: YOUR INSTRUCTOR WILL HELP YOU MEASURE THE SOLUTION.

READ: 2. SPRAY THE DIRTY SPOTS ON THE WALL.

LOOK:

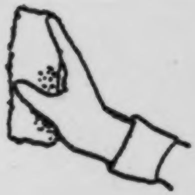


DO: DO JOB STEP 2 ON ALL THE SPOTS.

"TURN THE PAGE"

READ: 3. WIPE THE SPOTS WITH THE CLEAN SPONGE TO REMOVE ALL DIRT.

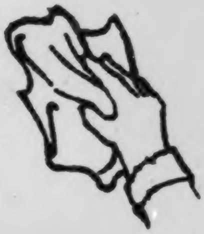
LOOK:



DO: DO JOB STEP 3.

READ: 4. DRY THE AREA WITH A WIPING CLOTH.

LOOK:

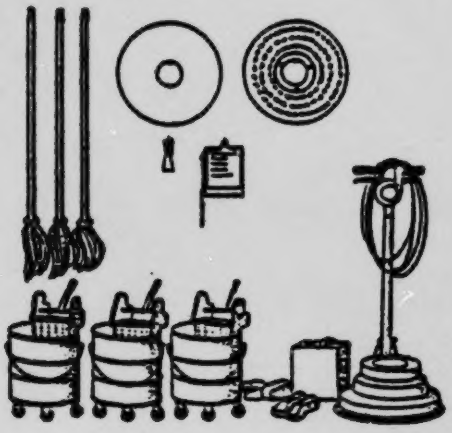


DO: DO JOB STEP 4 ON ALL THE SPOT CLEANED AREAS.

"TURN THE PAGE"

READ: 5. CLEAN AND PUT AWAY ALL THE EQUIPMENT YOU USED.

LOOK:



DO: DO JOB STEP 5

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

building maintenance & engineering

unit: GENERAL MAINTENANCE

capital area career center

module: 2201 02 4 1 date: 2/77 level: _____

skill title: SPOT-CLEANING AND WASHING WINDOWS

developed & written by: DWIGHT SMITH

visuals by: MARIE GOUGEON

WORD GUIDE

CHAMOIS - A SOFT HIDE THAT IS GOOD TO CLEAN WITH.

PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO WASH AND SPOT-CLEAN WINDOWS.

WHAT YOU WILL NEED:

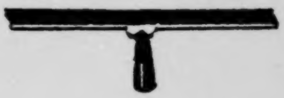
RUBBER GLOVES

PAIL

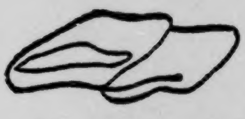
SPRAY BOTTLE

DROP CLOTH

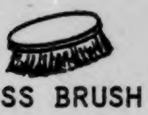
GLASS CLEANER



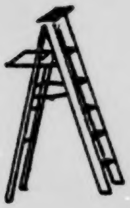
SQUEEGEE



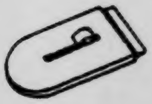
CHAMOIS OR WIPING CLOTH



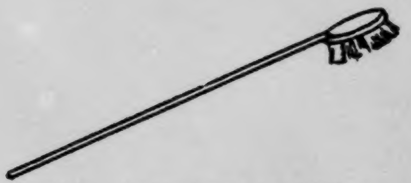
GLASS BRUSH



LADDER, IF NEEDED



RAZOR BLADE SCRAPER



LONG-HANDLED WINDOW BRUSH

WHAT YOU MUST DO:

1. READ THE MODULE.
2. COMPLETE THE JOB STEPS.
3. WASH WINDOWS SO THEY ARE CLEAN, CLEAR AND HAVE NO SPOTS OR STREAKS.

"TURN THE PAGE"

INFORMATION

WHY DO YOU CLEAN WINDOWS?

1. TO LET IN MORE LIGHT. DIRTY WINDOWS CAN BLOCK OUT 30% OF THE LIGHT.
2. TO MAKE THE BUILDING LOOK BETTER AND BE MORE CHEERFUL.

DO'S FOR WINDOW WASHING:

1. WASH ON THE SHADY SIDE OF THE BUILDING.
2. BE CAREFUL WHEN ON A LADDER.

DON'TS FOR WINDOW WASHING:

1. DON'T USE ACIDS.
2. DON'T WASH WINDOWS DURING HIGH WINDS OR ICE STORMS.

READ THIS MATERIAL:

"SAFETY FACTORS: BUILDING AND FIXTURES", BUILDING AND PLANT MAINTENANCE, PAGES 369-373.

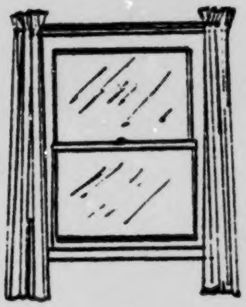
WHEN YOU CAN TELL YOUR INSTRUCTOR ABOUT THE INFORMATION ON THIS PAGE, GO ON TO THE NEXT PAGE.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET ALL YOUR EQUIPMENT AND GO TO THE JOB AREA.

LOOK:

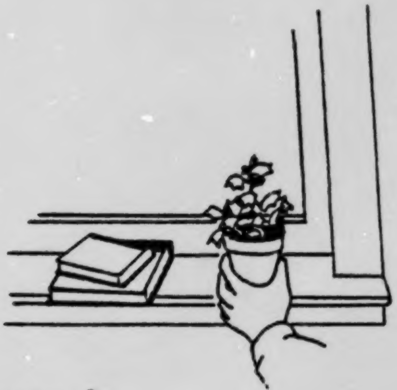


DO: DO JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR WHEN AND WHERE TO CLEAN GLASS.

READ: 2. REMOVE EVERYTHING FROM WINDOW SILLS.

LOOK:

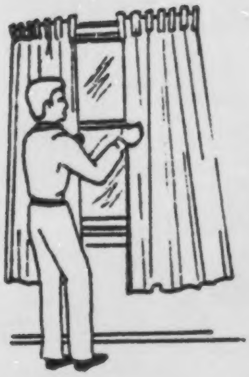


DO: DO JOB STEP 2.

"TURN THE PAGE"

READ: 3. OPEN CURTAINS AND RAISE SHADES.

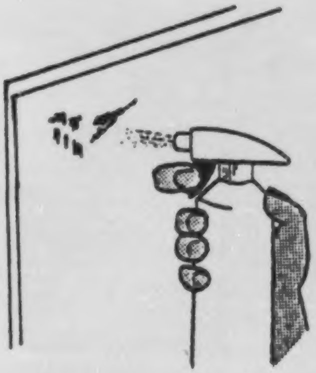
LOOK:



DO: Do JOB STEP 3.

READ: 4. SPRAY A SMALL AMOUNT OF GLASS CLEANER ON ALL THE DIRTY SPOTS ON THE GLASS.

LOOK:



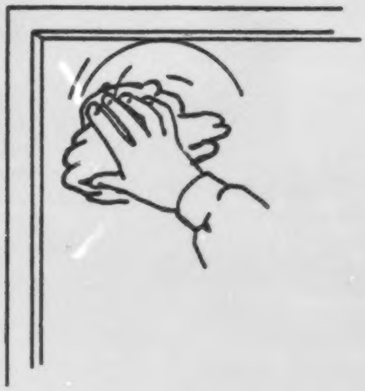
DO: Do JOB STEP 4 ON ALL DIRTY SPOTS ON THE GLASS.

FOR HARD TO REMOVE SOPTS LIKE PAINT, USE THE RAZOR BLADE. USE CAUTION WHEN WORKING WITH THIS TOOL.

"TURN THE PAGE"

READ: 5. WIPE THE GLASS CLEAN WITH A WIPING CLOTH.

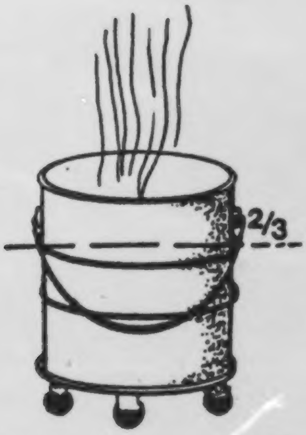
LOOK:



DO: Do job step 5.

READ: 6. FILL A BUCKET 2/3 WITH WARM WATER.

LOOK:

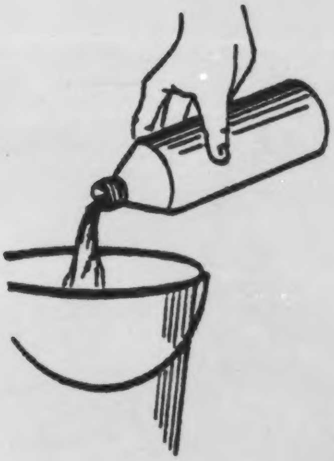


DO: Do job step 6.

"TURN THE PAGE"

READAD: 7. ADD 6 OUNCES OF GLASS CLEANER TO THE WARM WATER IN THE BUCKET.

LOOK:

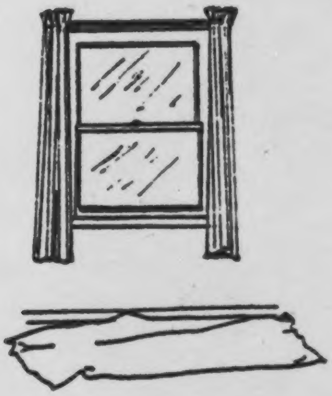


DO: DO JOB STEP 7.

CHECK: ASK YOUR INSTRUCTOR TO HELP YOU MEASURE THE GLASS CLEANER.

READ: 8. SPREAD OUT THE DROP CLOTH BELOW THE GLASS YOU ARE GOING TO WASH.

LOOK:

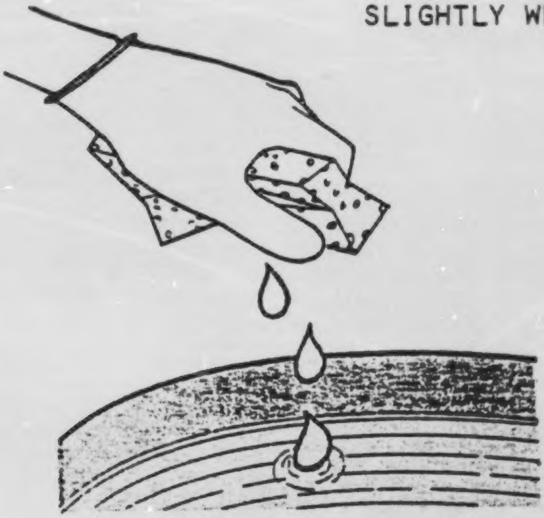


DO: DO JOB STEP 8.

"TURN THE PAGE"

READ: 9. DIP A CLEAN SPONGE INTO THE WATER AND SQUEEZE OUT MOST OF THE WATER. THE SPONGE MUST BE SLIGHTLY WET.

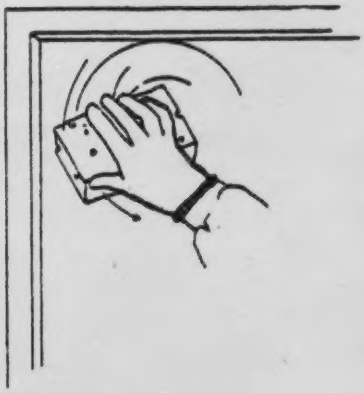
LOOK:



DO: Do JOB STEP 9.

READ: 10. START AT THE TOP CORNER OF THE WINDOW. SCRUB IN A CIRCLE MOTION. LOOSEN ALL THE DIRT.

LOOK:



DO: Do JOB STEP 10.

"TURN THE PAGE"

WORD GUIDE

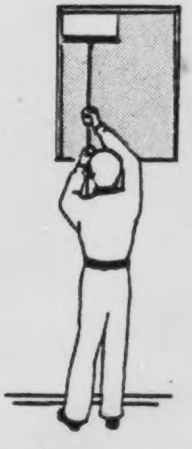
EXTENSION - To make longer.

READ: 17. Good Work! The windows can now let all the sunshine in.

High Window Washing

READ: 1. Use extension handles.

LOOK:



DO: Do job step 1 for windows too high for regular washing.

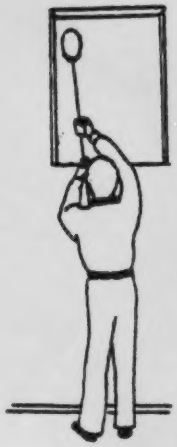
"Turn The Page"

WORD GUIDE

METHOD - A WAY TO DO SOMETHING.

READ: 2. SCRUB GLASS WITH A GLASS BRUSH, A SPONGE ATTACHED TO A HANDLE OR A TOWEL WRAPPED AROUND A SQUEEGEE.

LOOK:

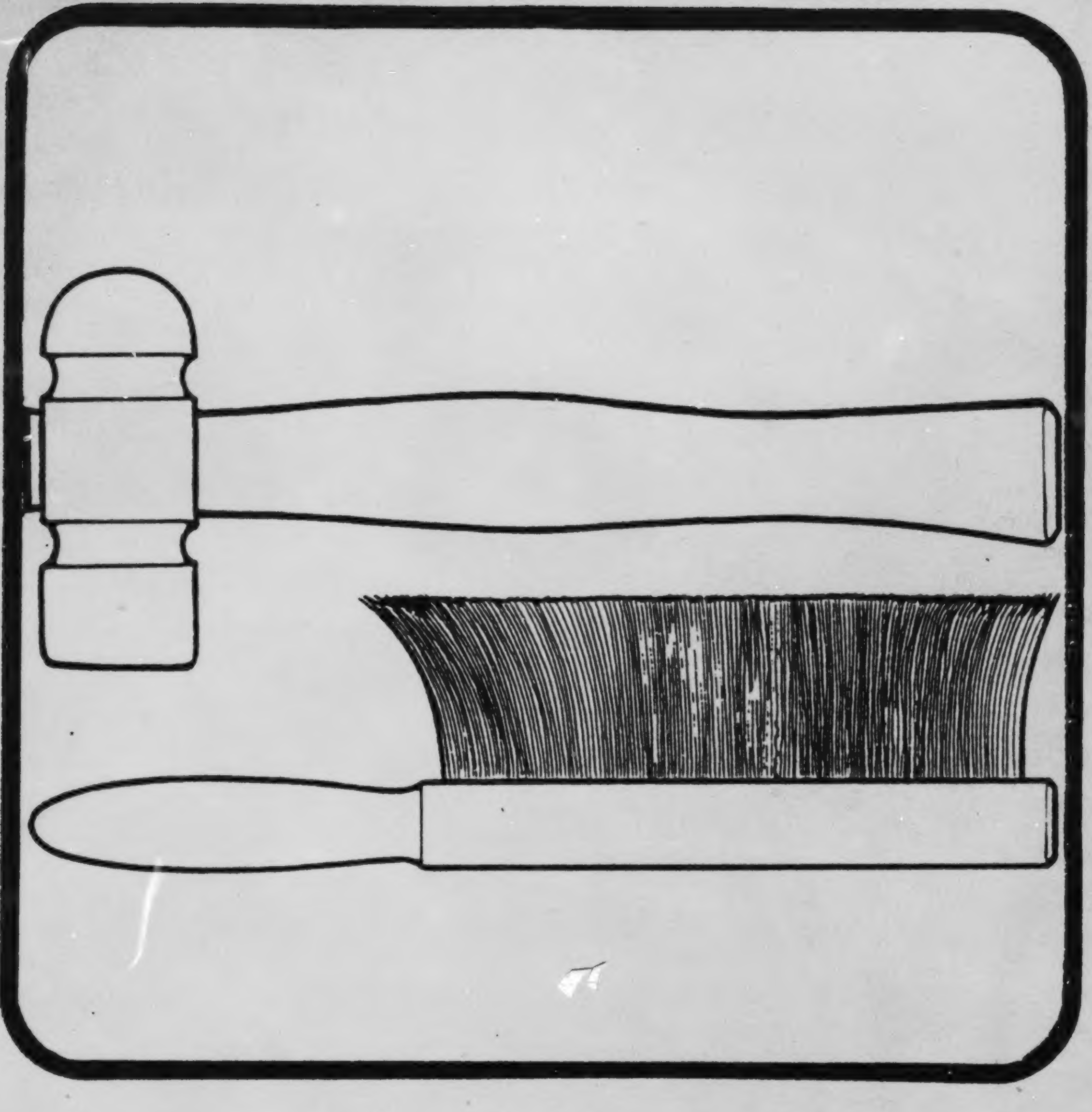


DO: DO JOB STEP 2.

CHECK: ASK YOUR INSTRUCTOR WHEN TO USE THIS METHOD.

READ: CLEAN AND PUT AWAY ALL EQUIPMENT.

DO: DO JOB STEP 3.



building maintenance & engineering

unit: EQUIPMENT CARE

capital area career center

module: 2201 02 005 1 date: MAY 1977 level: ____

skill title: CLEANING AND MAINTAINING EQUIPMENT

developed & written by: DWIGHT SMITH

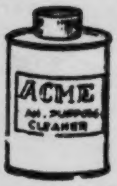
visuals by: DAVE WEHRWEIN

PERFORMANCE OBJECTIVE

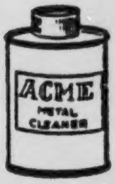
What you will learn:

How to clean and maintain equipment.

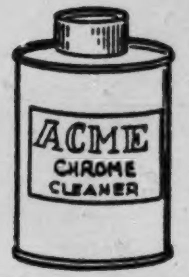
What you will need:


ACME
AL. PURPOSE
CLEANER

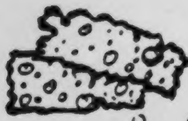
ALL PURPOSE
CLEANER


ACME
METAL
CLEANER

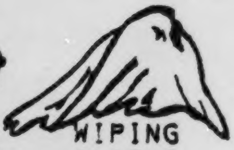
METAL CLEANER (FOR STAINLESS
STEEL, ALUMINUM, BRASS)


ACME
CHROME
CLEANER

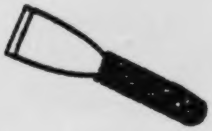
CHROME CLEANER



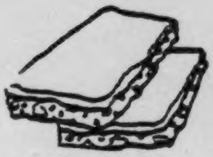
2
SPONGES



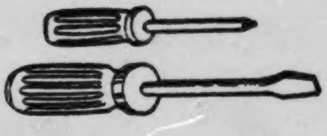
WIPING
CLOTHS



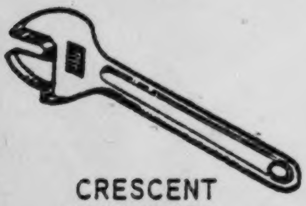
PUTTY KNIFE



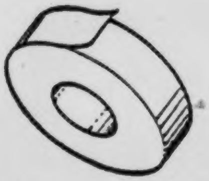
STEEL WOOL



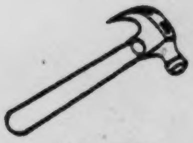
SCREW DRIVERS



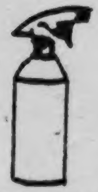
CRESCENT
WRENCHES



ELECTRICAL
TAPE



HAMMER



SPRAY BOTTLE

What you must do:

1. Read the module.
2. Do the job steps to clean and maintain all the equipment used in general maintenance.

"TURN THE PAGE"

WORD GUIDE

FLAMMABLE - CAN CATCH FIRE EASILY.

INFORMATION

WHY DO YOU CLEAN AND MAINTAIN EQUIPMENT?

1. CLEAN EQUIPMENT HELPS YOUR WORK TO BE CLEAN.
2. CLEAN EQUIPMENT WORKS EASIER.
3. EQUIPMENT THAT IS MAINTAINED IS SAFER AND LASTS LONGER.
4. SO THAT THE EQUIPMENT IS IN GOOD SHAPE WHEN YOU NEED TO USE IT.

DO NOT

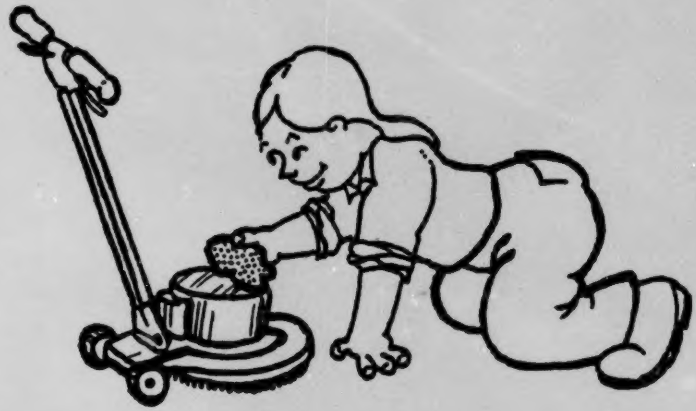
1. USE A FLAMMABLE CLEANER IN A CLOSED IN AREA.
2. USE AMMONIA IN A SMALL ROOM.
3. COIL ELECTRICAL CORDS TIGHT.
4. STORE VACUUM CLEANER HOSE WITH KINKS IN IT.

WHEN YOU KNOW THE ABOVE, TURN THE PAGE AND BEGIN.

READ: 1. USE THE ALL PURPOSE CLEANER ON THE OUTSIDE OF THE BUFFER AND SCRUB IT UNTIL IT IS CLEAN.

CAUTION: UNPLUG THE MACHINE BEFORE CLEANING.

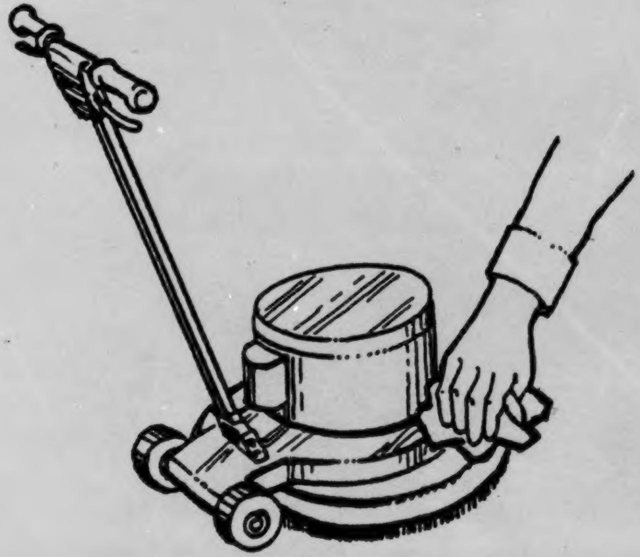
LOOK:



DO: DO JOB STEP 1.

READ: 2. WIPE THE MACHINE OFF WITH A CLEAN, DRY CLOTH.

LOOK:



DO: DO JOB STEP 2.

"TURN THE PAGE"

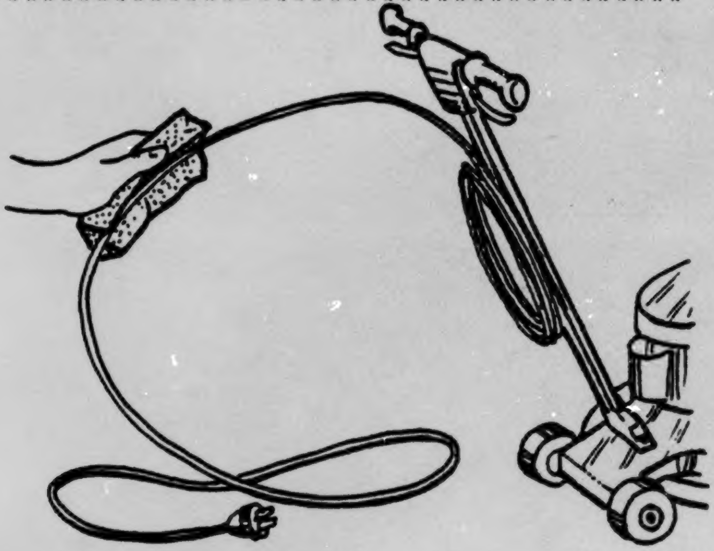
READ: 3. CLEAN OFF THE ELECTRICAL CORD WITH A DAMP SPONGE.

****

CAUTION: UNPLUG THE CORD BEFORE CLEANING. DO NOT PUT THE CORD IN THE WATER.

****

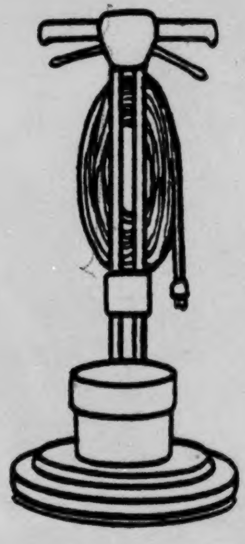
LOOK:



DO: DO JOB STEP 3.

READ: 4. COIL THE CORD ON THE HANDLE OF THE FLOOR BUFFER.

LOOK:



DO: DO JOB STEP 4.

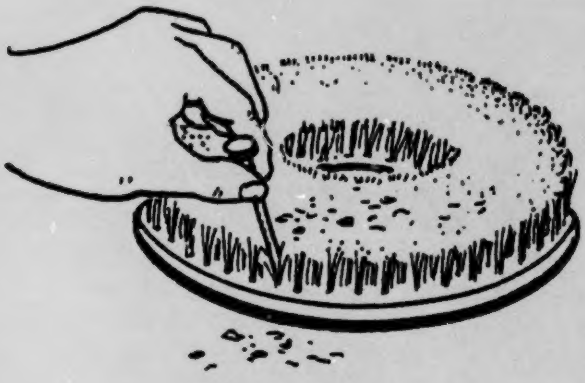
"TURN THE PAGE"

WORD GUIDE

SOLUTION - MIXTURE

READ: 5. CLEAN OUT THE BRISTLES ON THE BUFFER BLOCK.

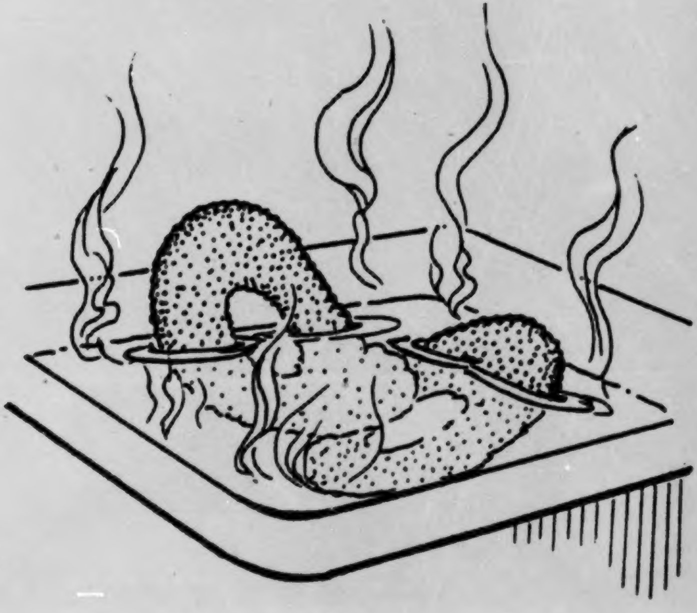
LOOK:



DO: Do JOB STEP 5.

READ: 6. SOAK BUFFER PADS IN A SOLUTION OF HOT WATER AND ALL PURPOSE CLEANER.

LOOK:

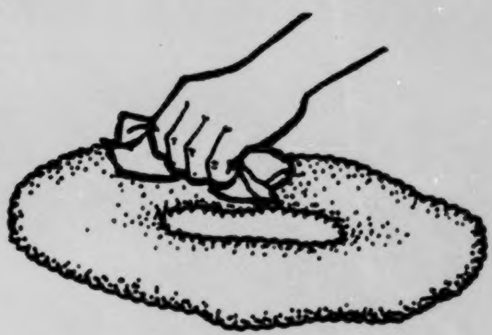


DO: Do JOB STEP 6.

"TURN THE PAGE"

READ: 7. SCRUB BUFFER PAD TO REMOVE OLD DIRT AND WAX. HANG PADS UP TO DRY.

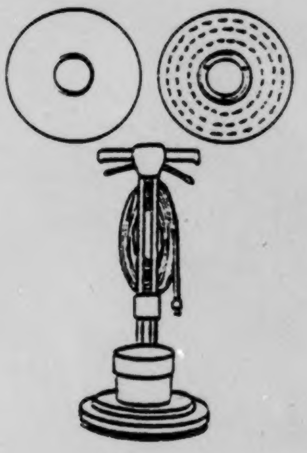
LOOK:



DO: DO JOB STEP 7.

READ: 8. NEVER LEAVE BUFFER PAD OR BLOCK ON FLOOR BUFFER.

LOOK:



DO: DO JOB STEP 8.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOU CLEANED AND MAINTAINED THE FLOOR BUFFER WELL.

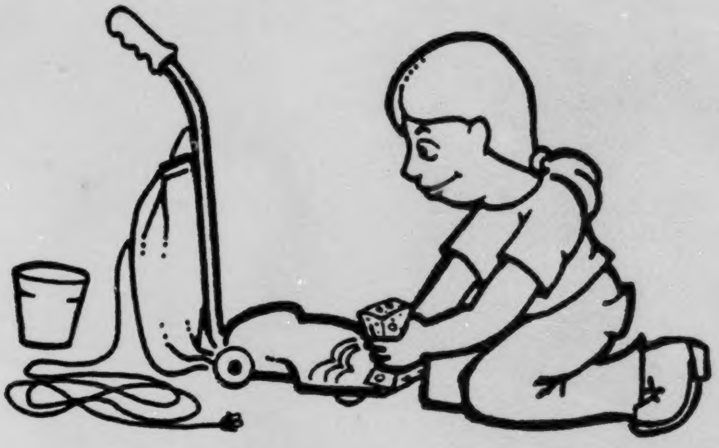
"TURN THE PAGE"

READ: CLEANING AND MAINTENANCE ON A VACUUM CLEANER.

READ: 1. CLEAN THE OUTSIDE OF VACUUM CLEANER WITH ALL PURPOSE CLEANER.

****
* CAUTION: UNPLUG THE ELECTRIC CORD. *
****

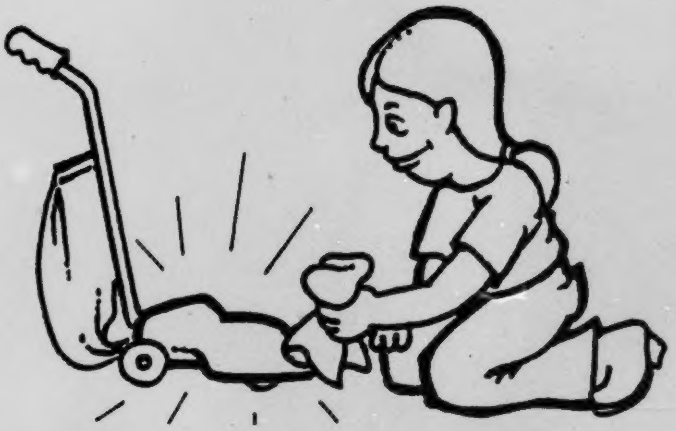
LOOK:



DO: DO JOB STEP 1.

READ: 2. DRY THE VACUUM CLEANER WITH A DRY CLOTH.

LOOK:

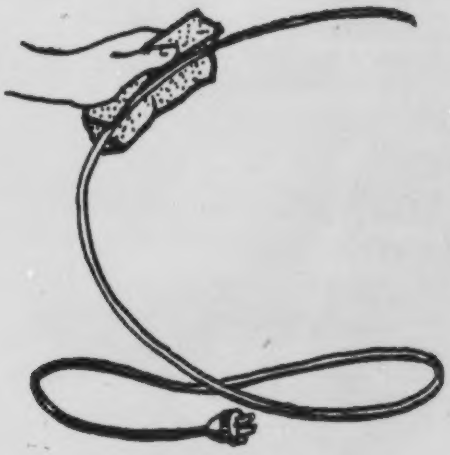


DO: DO JOB STEP 2.

"TURN THE PAGE"

READ: 3. CLEAN THE ELECTRIC CORD WITH A DAMP SPONGE.

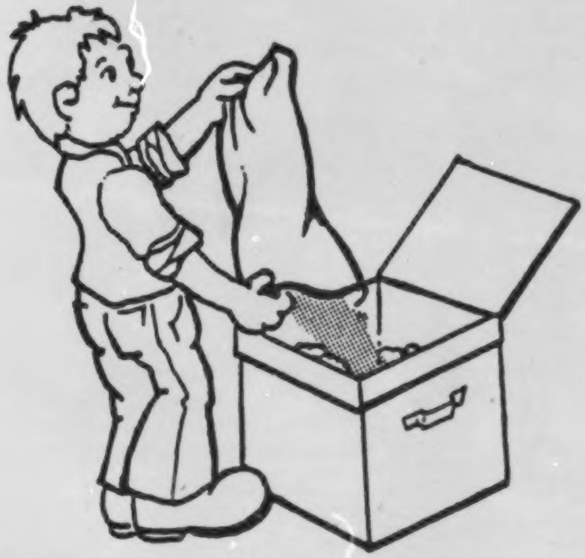
LOOK:



DO: DO JOB STEP 3.

READ: 4. EMPTY THE DIRT BAG IF IT IS FULL.

LOOK:



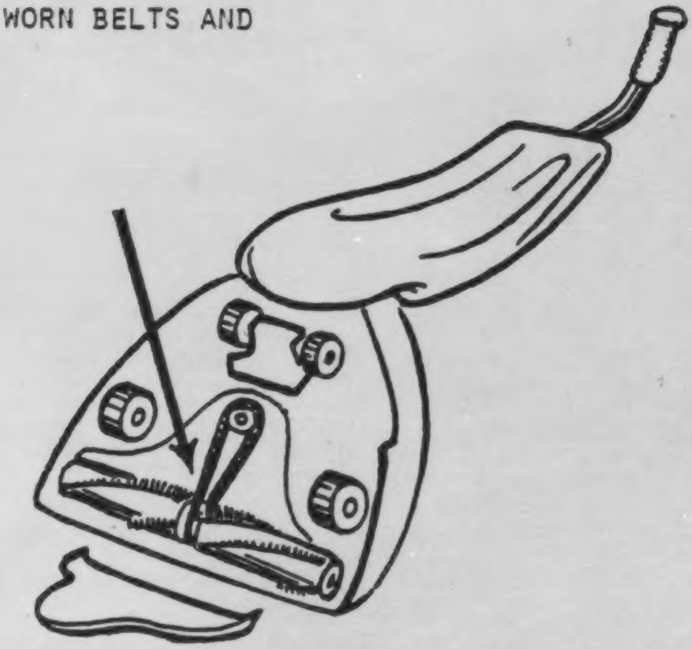
DO: DO JOB STEP 4.

CHECK: ASK YOUR INSTRUCTOR FOR SPECIAL INSTRUCTIONS.

"TURN THE PAGE"

READ: 5. CHECK FOR WORN BELTS AND BRUSHES.

LOOK:



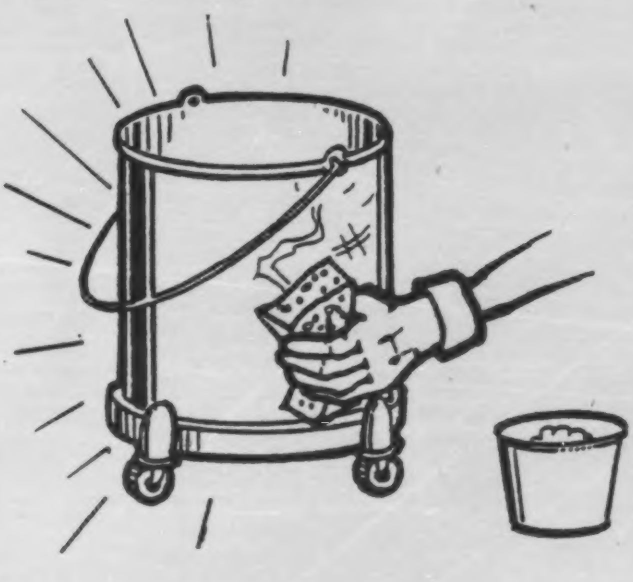
DO: Do JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR FOR HELP REPLACING A BELT OR BRUSH.

READ: CLEANING AND MAINTAINING MOP BUCKETS

READ: 1. CLEAN MOP BUCKET WITH ALL PURPOSE CLEANER AND A SPONGE.

LOOK:

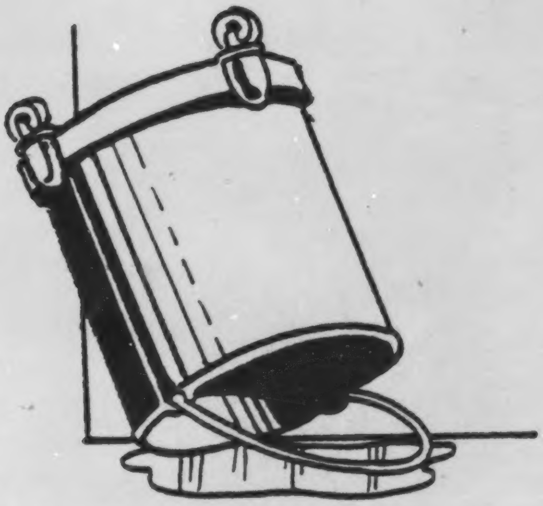


DO: Do JOB STEP 1.

"TURN THE PAGE"

READ: 2. RINSE BUCKET AND TURN UP-SIDE DOWN TO DRY.

LOOK:

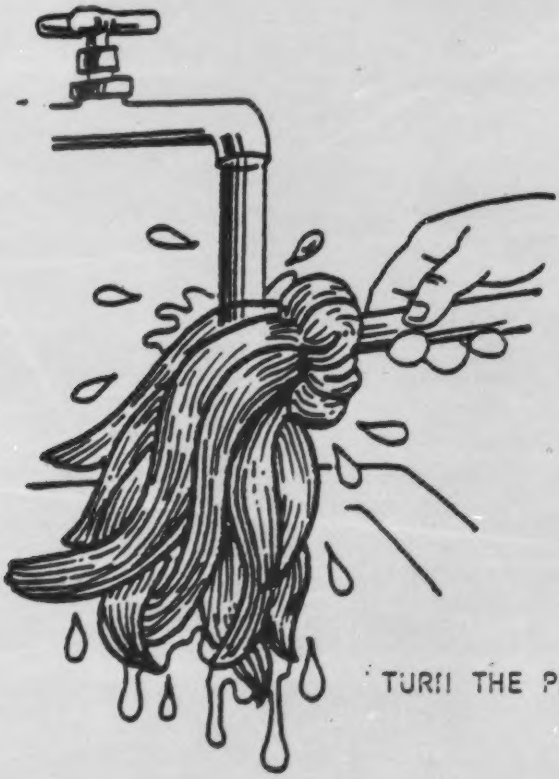


DO: DO JOB STEP 2.

READ: CLEANING AND MAINTAINING MOP HEADS

READ: 1. RINSE THE MOP HEAD IN COLD WATER AFTER USING.

LOOK:

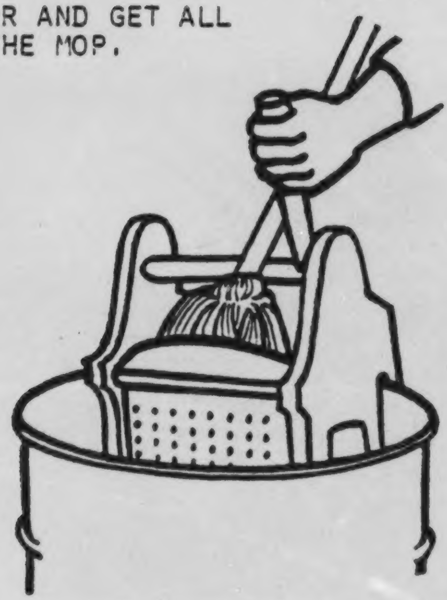


DO: DO JOB STEP 1.

"TURN THE PAGE"

READ: 2. USE MOP WRINGER AND GET ALL THE WATER OUT OF THE MOP.

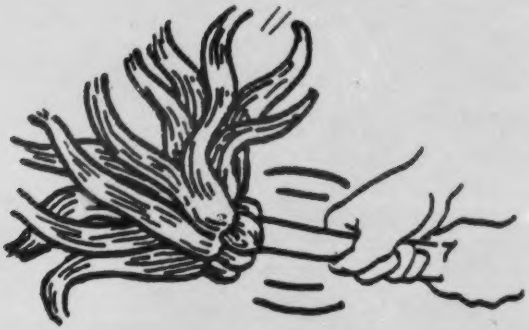
LOOK:



DO: DO JOB STEP 2.

READ: 3. SHAKE THE MOP TO FLUFF THE STRINGS.

LOOK:

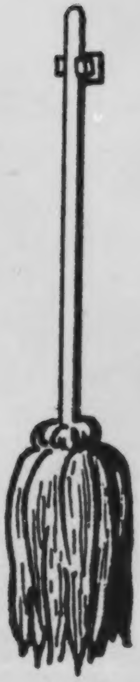


DO: DO JOB STEP 3.

"TURN THE PAGE"

READ: 4. HANG THE MOP HEAD DOWN TO DRY.

LOOK:



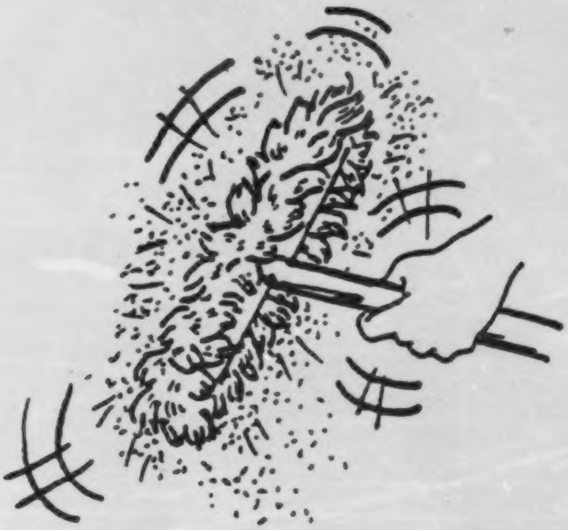
DO: DO JOB STEP 4.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR MOP.

READ: CLEANING AND MAINTAINING DUST MOPS

READ: 1. SHAKE OUT LOOSE DUST & DIRT.

LOOK:

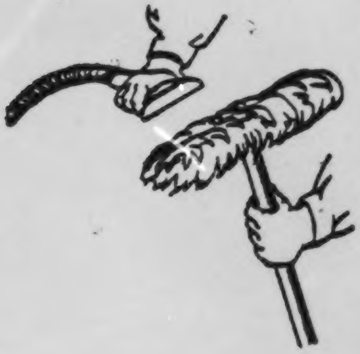


DO: DO JOB STEP 1.

"TURN THE PAGE"

READ: 2. CHANGE AND WASH DUST MOP HEADS ONCE A WEEK (SEE MOD 2201 01 017 1).

LOOK:

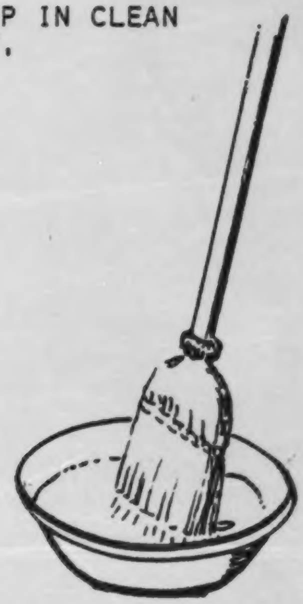


DO: DO JOB STEP 2 WHEN THE DUST MOP IS DIRTY.

READ: CLEANING AND MAINTAINING CORN (HOUSE) BROOMS. TO PREPARE A NEW BROOM FOR USE:

READ: 1. SOAK THE TIP IN CLEAN WATER OVERNIGHT.

LOOK:

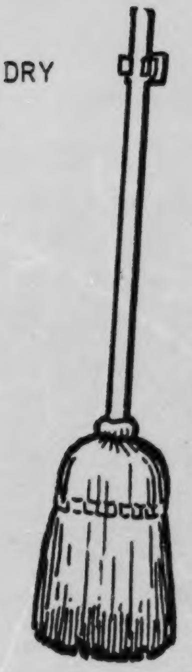


DO: DO JOB STEP 1 TO NEW BROOMS.

"TURN THE PAGE"

READ: 2. HANG THE BROOM UP TO DRY WITH THE TIP DOWN.

LOOK:

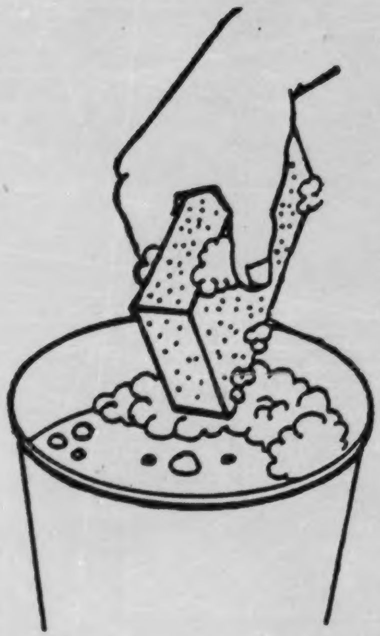


DO: DO JOB STEP 2.

READ: CLEANING SPONGES

READ: 1. WASH WITH ALL PURPOSE CLEANER.

LOOK:



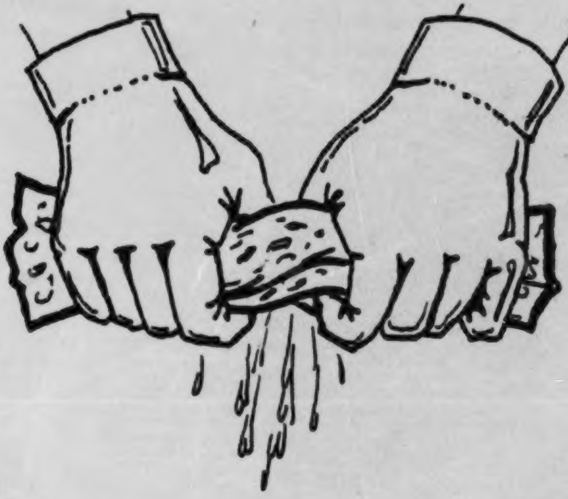
DO: DO JOB STEP 1.

"TURN THE PAGE"

READ: 2. RINSE IN CLEAN WATER AND SQUEEZE OUT ALL THE WATER.

CAUTION: USE RUBBER GLOVES WHEN CLEANING SPONGES USED IN BATHROOMS OR CHEMICALS.

LOOK:

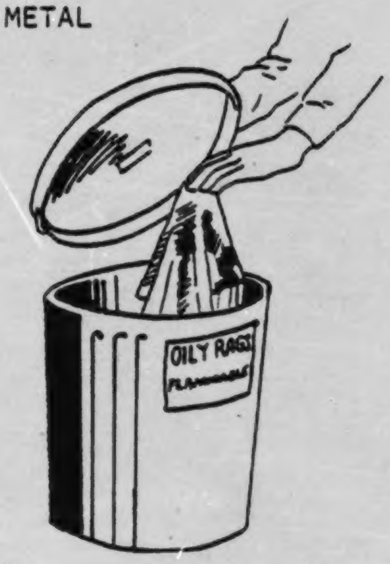


DO: DO JOB STEP 2.

READ: CLEANING OILY RAGS

READ: 1. STORE OILY RAGS IN A METAL CONTAINER UNTIL WASHED.

LOOK:



DO: DO JOB STEP 1 ALL THE TIME.

"TURN THE PAGE"

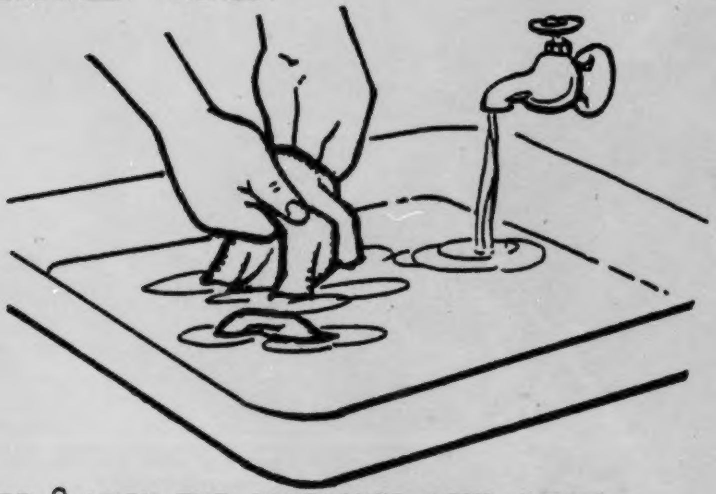
WORD GUIDE

COMMERCIALLY - BY A COMPANY THAT DOES PROFESSIONAL CLEANING.

READD:

READ: 2. WASH THE RAGS IN HOT WATER AND ALL PURPOSE CLEANER OR GET THEM COMMERCIALLY WASHED.

LOOK:



DO: DO JOB STEP 2 WHEN THE CONTAINER GETS FULL.

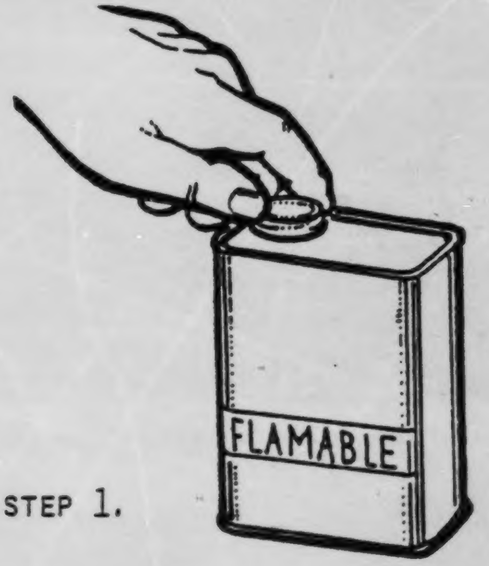
WORD GUIDE

FLAMMABLE - VERY BURNABLE OR EXPLOSIVE.

READ: CARE OF FLAMMABLE LIQUIDS

READ: 1. TIGHTEN CAPS AFTER USE.

LOOK:



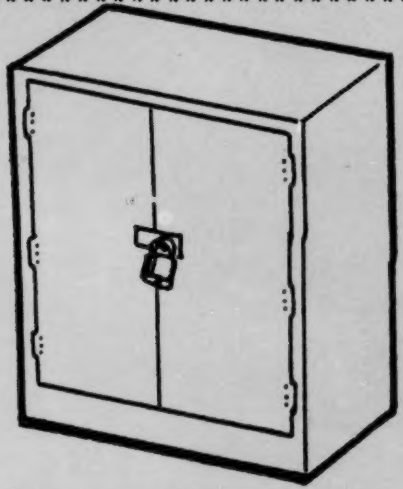
DO: DO JOB STEP 1.

"TURN THE PAGE"

READ: 2. Store flammable liquids in a safe, metal cabinet.

CAUTION: Tell your instructor before you use a flammable liquid.

LOOK:

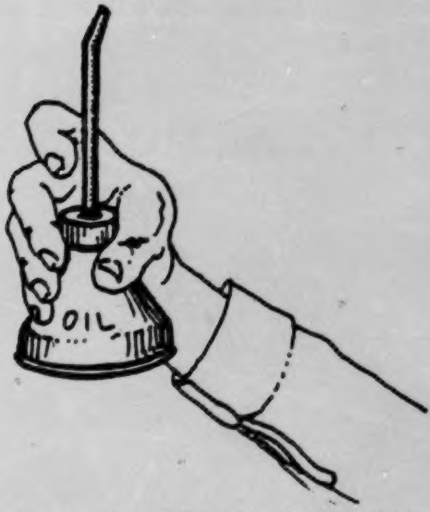


DO: Do job step 2 every time you use a flammable liquid.

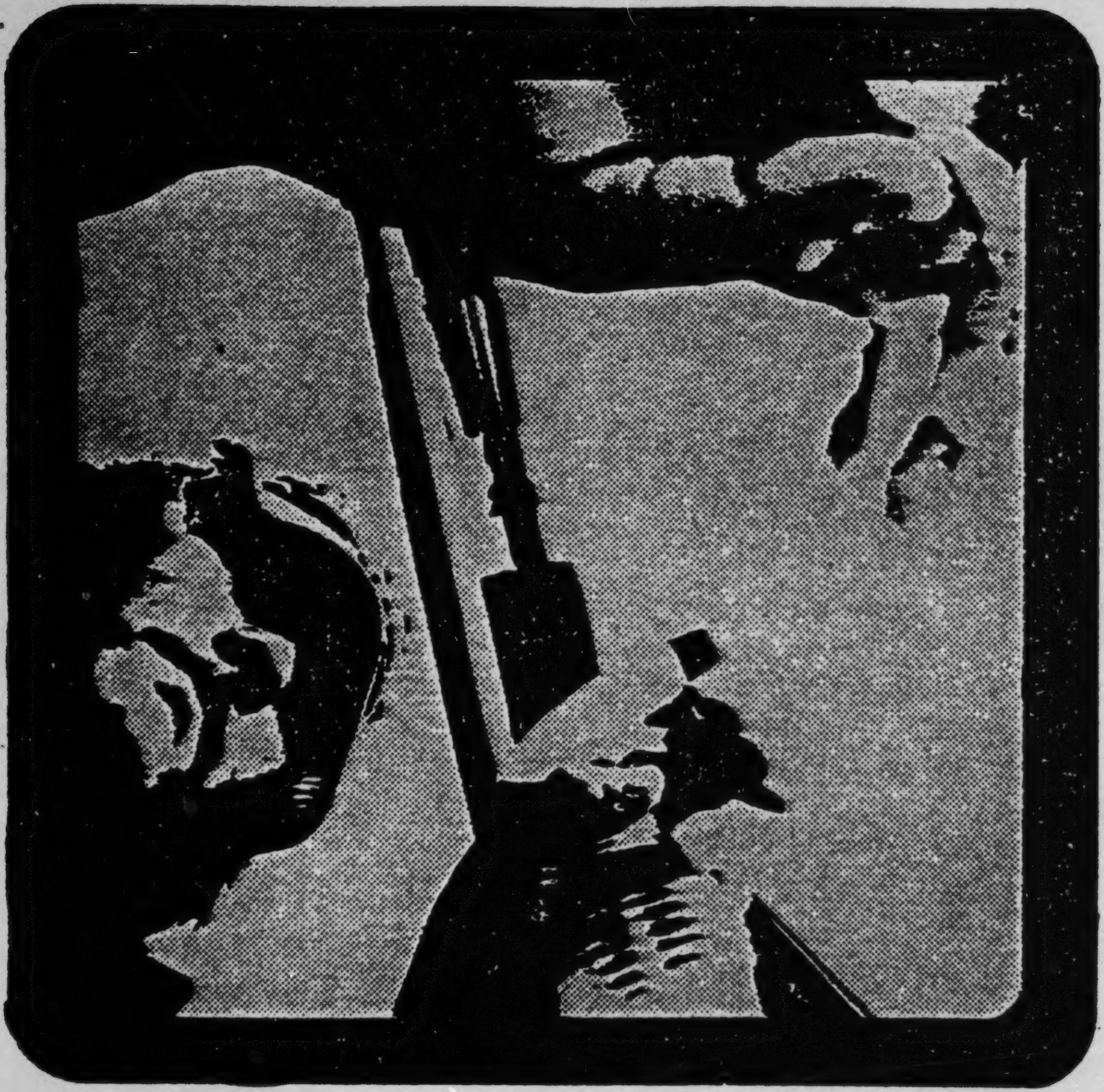
READ: Oiling and greasing equipment.

READ: 1. Ask your instructor for information on each item of equipment.

LOOK:



DO: Do job step 1 for each piece of equipment.



building maintenance & engineering

unit: POLISHING

capital area career center

module: 2201 02 006 1 date: 5/77 level: 1

skill title: METAL POLISHING

developed & written by: DWIGHT SMITH

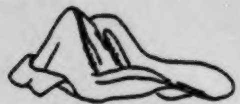
visuals by: BEVAN SUITS

PERFORMANCE OBJECTIVE

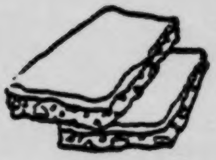
WHAT YOU WILL LEARN:

HOW TO CLEAN AND POLISH METAL SURFACES.

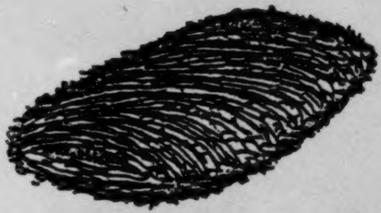
WHAT YOU WILL NEED:



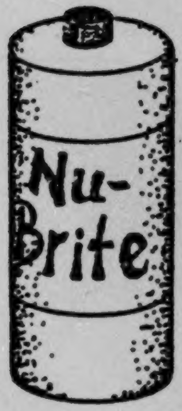
WIPING CLOTHS



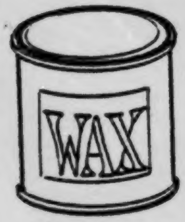
SPONGES



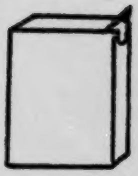
"00" STEEL WOOL



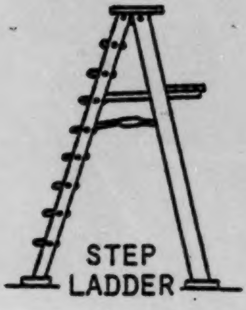
METAL CLEANER AND POLISH



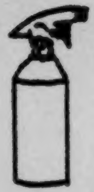
OIL-BASED PASTE WAX



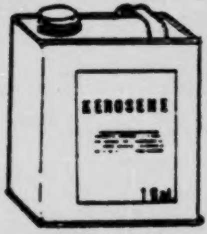
ALL-PURPOSE SOAP CLEANER



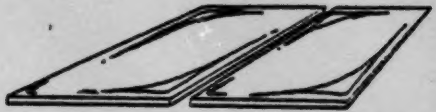
STEP LADDER



SPRAY BOTTLE



KEROSENE



METAL SURFACES TO POLISH

WHAT YOU MUST DO:

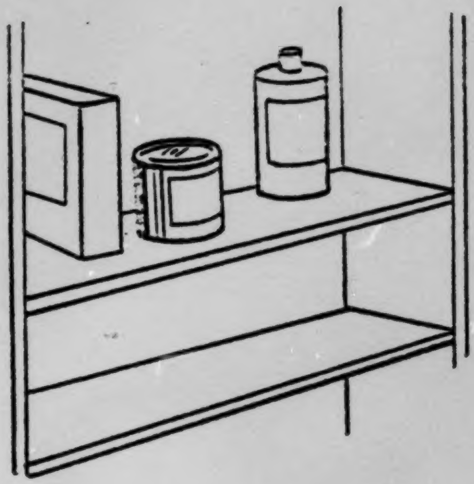
1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. LEARN WHICH CLEANER TO USE ON WHICH METAL.
4. LEARN TO CLEAN METAL WITHOUT LEAVING ANY TARNISH OR CLEANER.
5. LEARN TO POLISH AND SHINE METAL.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET YOUR EQUIPMENT AND SUPPLIES. GO TO THE WORK AREA.

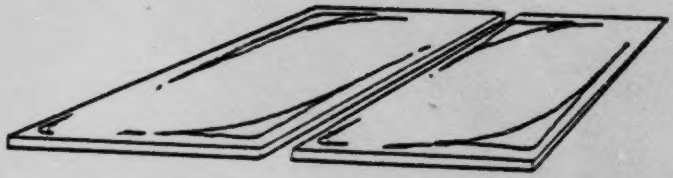
LOOK:



DO: DO JOB STEP 1. YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

READ: 2. FIND THE METAL YOU WILL CLEAN. THEN FIND OUT WHAT KIND OF METAL IT IS. IF YOU DO NOT KNOW, ASK YOUR INSTRUCTOR.

LOOK:



DO: DO JOB STEP 2.

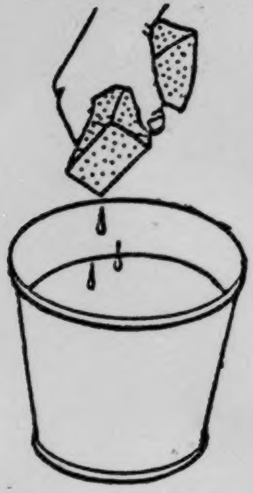
"TURN THE PAGE"

WORD GUIDE

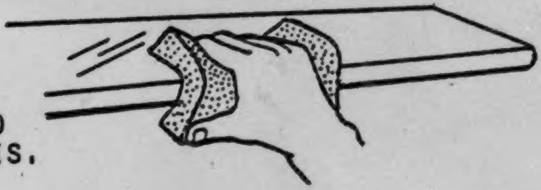
GRAIN - The texture of the metal - The direction of the parts which make up the metal.

READ: 3. In order to prevent rust and tarnish, clean and polish the metal.

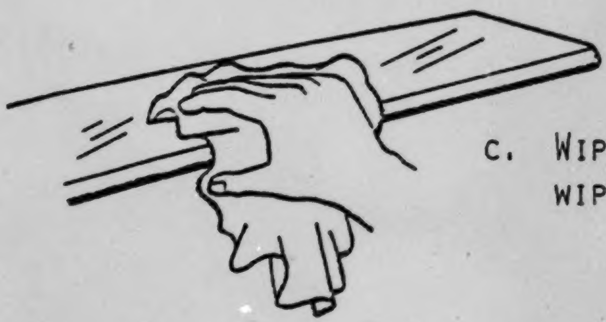
LOOK: Clean slightly dirty aluminium:



A. Wet a sponge just slightly, and then squeeze out almost all the water.



B. Clean the metal. Wipe with the grain. Ask your instructor to show you how to do this.



C. Wipe it off with a damp wiping cloth.

DO: Do job steps 3a, 3b, and 3c.

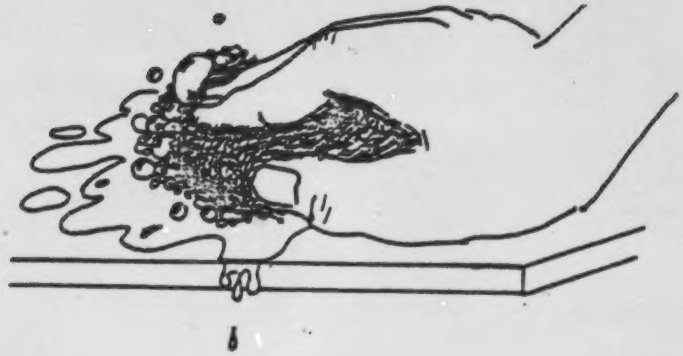
"Turn the page"

READ: 4. CLEAN VERY DIRTY ALUMINIUM:

A. CLEAN IT WITH "O" STEEL WOOL.

B. WIPE IT OFF WITH A CLEAN WIPING CLOTH.

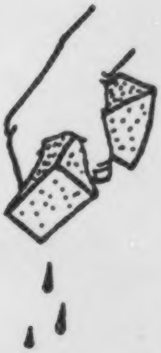
LOOK:



DO: DO JOB STEPS 4A AND 4B.

READ: 5. CLEAN BRASS AND COPPER AND BRONZE:

LOOK: A. WET A SPONGE LIKE YOU DID IN JOB STEP 3.

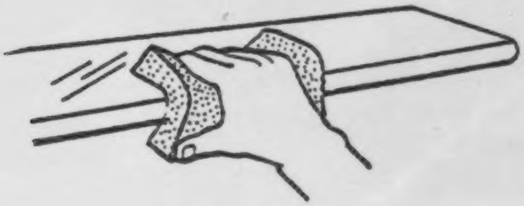


DO: DO JOB STEP 5A.

"TURN THE PAGE"

READ: 5B. RUB THE METAL WITH THE SPONGE. RUB WITH THE GRAIN.

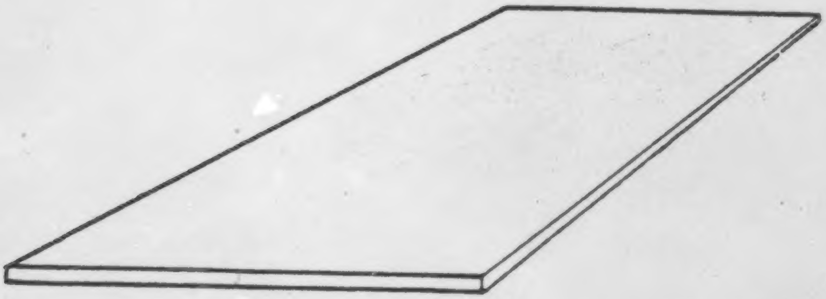
LOOK:



DO: DO JOB STEP 5B.

READ: 5C. WHEN THE METAL IS FILMY OR COATED, WIPE OFF THE FILM OR COATING WITH A CLEAN WIPING CLOTH. THEN, POLISH THE METAL WITH THE CLOTH.

LOOK:



DO: DO JOB STEPS 5A - 5C ON COPPER, BRASS, AND BRONZE.

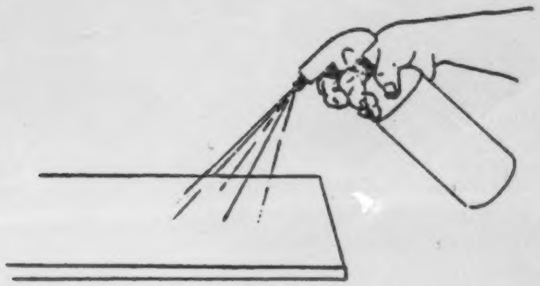
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

READ: 6. CLEAN CHROME PLATING:

6A. USING THE SPRAY BOTTLE, SPRAY SOAP AND WATER ON THE CHROME PLATED SURFACE.

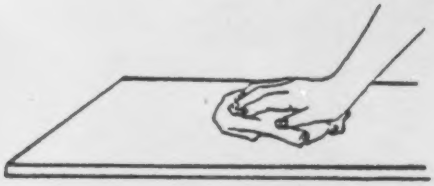
LOOK:



DO: DO JOB STEP 6A. **YOUR INSTRUCTOR WILL HELP YOU ADD THE ALL-PURPOSE CLEANER.**

6B. WIPE THE METAL DRY WITH A CLEAN WIPING CLOTH.

LOOK:

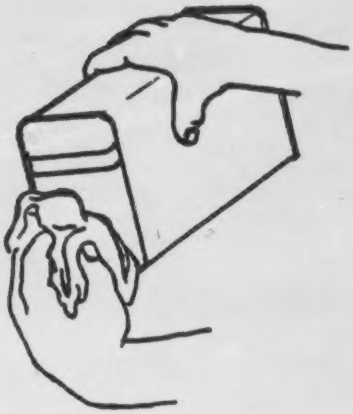


DO: DO JOB STEP 6B.

"TURN THE PAGE"

READ: 6c. Use kerosene to loosen any grease on the chrome.

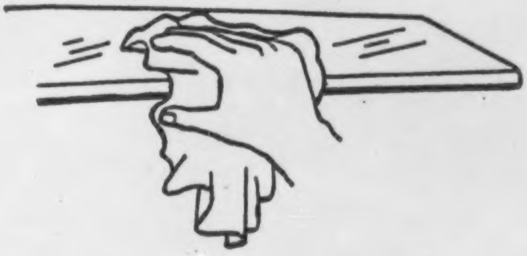
LOOK:



DO: Do job step 6c.

READ: 6d. Wipe the metal dry with a clean cloth.

LOOK:



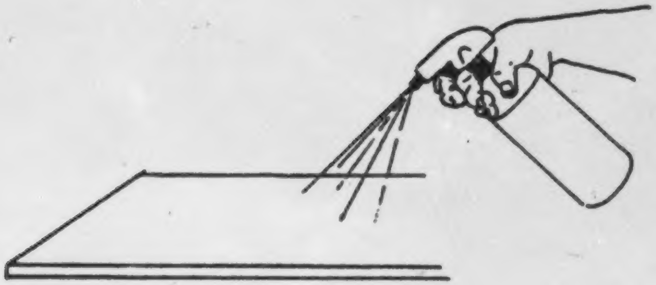
DO: Do job step 6d.

"Turn the page"

READ: 7. CLEAN NICKEL PLATING:

7A. USING A SPRAY BOTTLE, SPRAY SOAP AND WATER ON THE NICKEL-PLATED METAL.

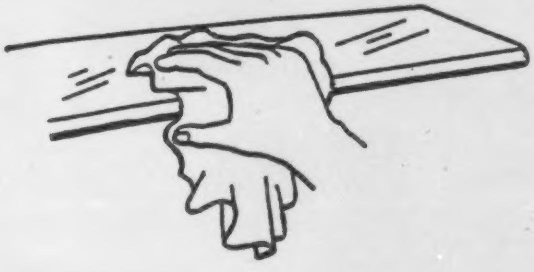
LOOK:



DO: DO JOB STEP 7A.

READ: 7B. WIPE THE METAL DRY WITH A CLEAN CLOTH.

LOOK:



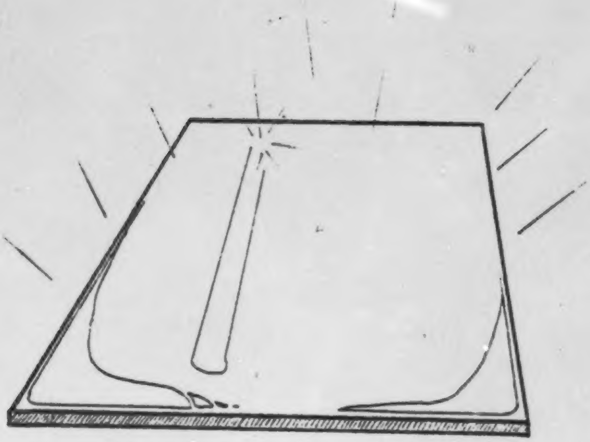
DO: DO JOB STEP 7B.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

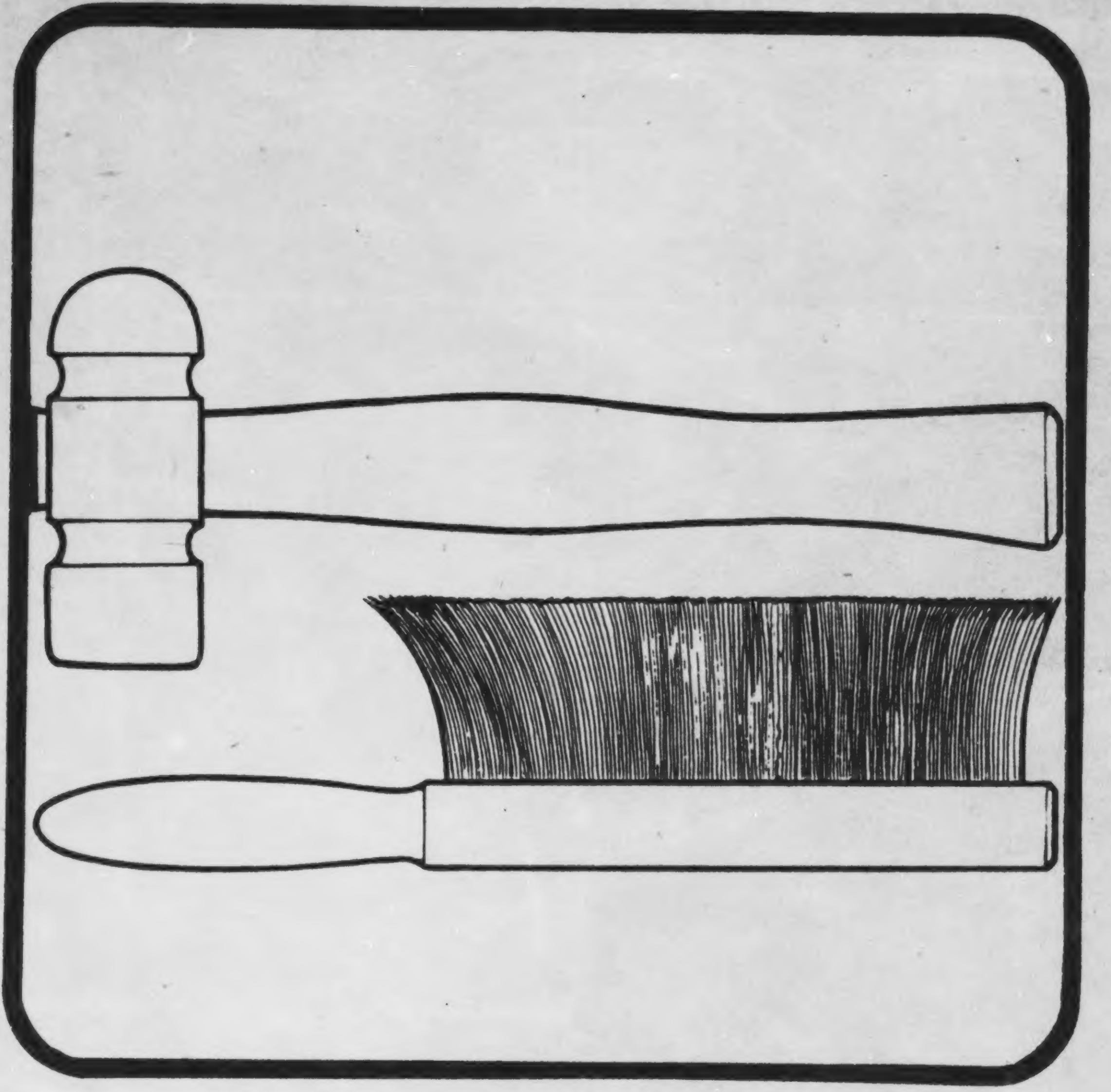
READ: 8. NOW YOU CAN CLEAN AND POLISH METAL

LOOK:



READ: 9. PUT AWAY ALL EQUIPMENT.

DO: DO JOB STEP 9.



building maintenance & engineering

unit: BUILDING MAINTENANCE

capital area career center

module: 2201 02 007 1 date: APRIL 1977 level:

skill title: SECURITY

developed & written by: DEBORAH J. LIVINGSTON-WHITE

visuals by: MARIE GOUGEON AND BEVAN SUITS

WORD GUIDE

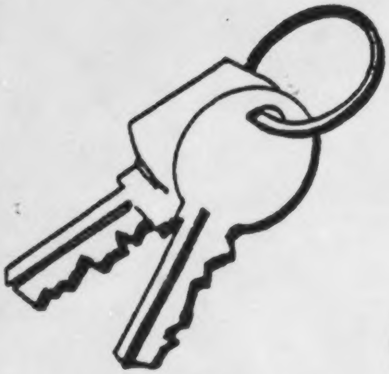
SECURE - To make safe.

PERFORMANCE OBJECTIVE

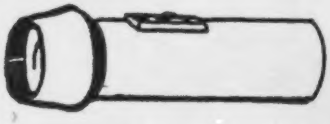
WHAT YOU WILL LEARN:

How to protect and secure your building and equipment.

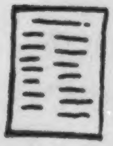
WHAT YOU WILL NEED:



Keys



Flashlight



List of important
phone numbers

WHAT YOU MUST DO:

1. Read the module.
2. Get your equipment.
3. Do the job steps on how to protect and secure the building.
4. Tell your instructor the things that you must remember.

"Turn the page"

JOB STEPS

READ: 1. MAKE A LIST OF ALL IMPORTANT TELEPHONE NUMBERS. USE THE TELEPHONE BOOK.

LOOK:

"IMPORTANT TELEPHONE NUMBERS"

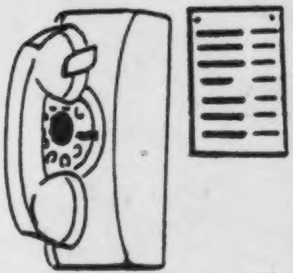
POLICE ____________________
FIRE DEPARTMENT ____________________
AMBULANCE ____________________
SUPERVISORS ____________________
MR. _______________ _______________
MS. _______________ _______________

DO: DO JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR FOR THE NAMES AND PHONE NUMBERS OF YOUR SUPERVISORS. MAKE 2 COPIES OF YOUR "IMPORTANT TELEPHONE NUMBERS" LIST.

READ: 2. PUT ONE COPY OF YOUR LIST NEAR THE TELEPHONE YOU USE MOST.

LOOK:



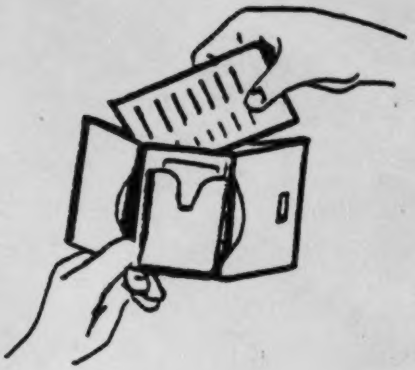
DO: DO JOB STEP 2.

CHECK: TALK TO YOUR INSTRUCTOR ABOUT WHEN YOU SHOULD USE EACH NUMBER ON YOUR LIST.

"TURN THE PAGE"

READ: 3. Put one copy of your list in your wallet.

LOOK:

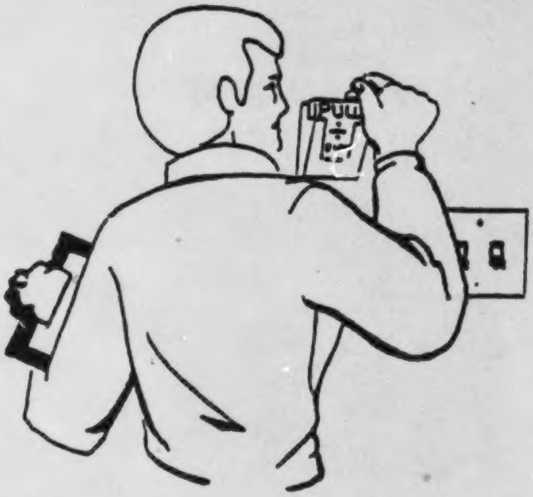


DO: Do job step 3.

CHECK: Remember the names of your supervisors.

READ: 4. Walk around the inside of the building. Count the number of fire alarm boxes you can find. Read instructions on fire alarm box.

LOOK:



DO: Do job step 4.

CHECK: Tell your instructor how many fire alarm boxes you found.

Tell he/she how you would use the box if there was a fire.

"Turn the page"

WORD GUIDE

FIRE EXTINGUISHERS - USED FOR PUTTING OUT FIRES.

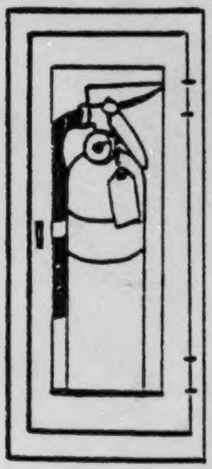
READ: 5. ASK YOUR INSTRUCTOR TO SHOW YOU THE FIRE ALARM SYSTEMS OUTSIDE OF THE BUILDING. HE/SHE WILL TELL YOU HOW IT WORKS.

DO: DO JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR ANY QUESTIONS YOU HAVE ON THE FIRE ALARM SYSTEMS INSIDE OR OUTSIDE OF THE BUILDING.

READ: 6. FIND ALL FIRE EXTINGUISHERS IN YOUR BUILDING. SEE MODULE 2201 02 015 1 FOR USE AND CARE OF FIRE EQUIPMENT.

LOOK:



DO: DO JOB STEP 6.

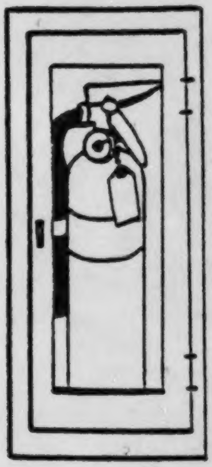
READ: 5. ASK YOUR INSTRUCTOR TO SHOW YOU THE FIRE ALARM SYSTEMS OUTSIDE OF THE BUILDING. YOUR INSTRUCTOR WILL TELL YOU HOW IT WORKS.

DO: DO JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR ANY QUESTIONS YOU HAVE ON THE FIRE ALARM SYSTEMS INSIDE OR OUTSIDE OF THE BUILDING.

READ: 6. FIND ALL FIRE EXTINGUISHERS IN YOUR BUILDING. SEE MODULE 2201 02 015 1 FOR USE AND MAINTENANCE OF FIRE EQUIPMENT.

LOOK:

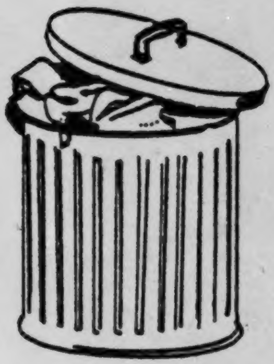


DO: DO JOB STEP 6.

"TURN THE PAGE"

READ: 7. BE SURE THAT ALL DIRTY, GREASY RAGS ARE IN METAL TRASH CANS.

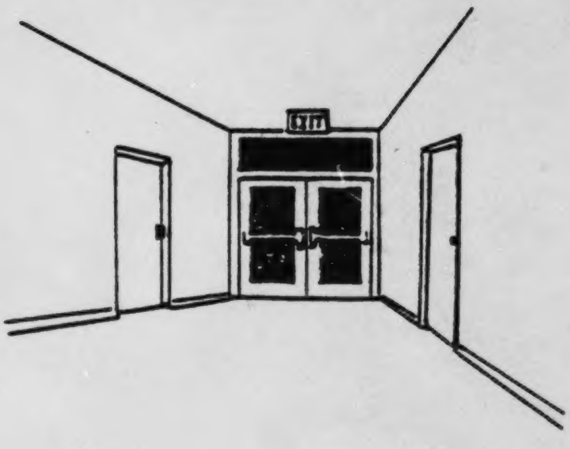
LOOK:



DO: DO JOB STEP 7.

READ: 8. ALL HALLS, EMERGENCY EXITS, AND FIRE EXTINGUISHERS SHOULD BE KEPT CLEAR AT ALL TIMES.

LOOK:

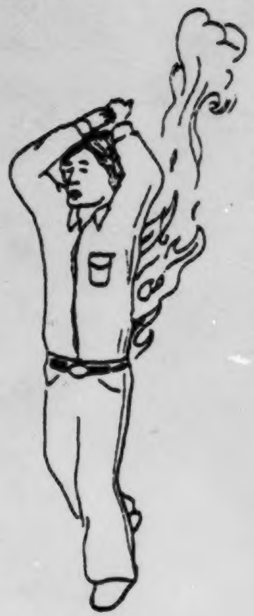


CHECK: LOOK AT THE HALLS, EMERGENCY EXITS, AND FIRE EXTINGUISHERS. IF YOU FIND ANY THAT ARE NOT CLEAR, TELL YOUR INSTRUCTOR.

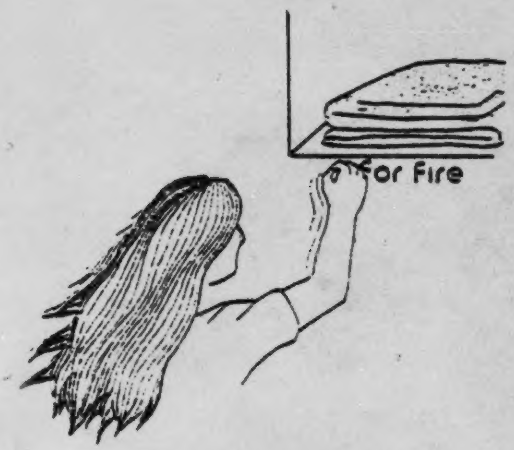
"TURN THE PAGE"

READ: 9. Ask your instructor where to find fire blankets. Remember the use of fire blankets:

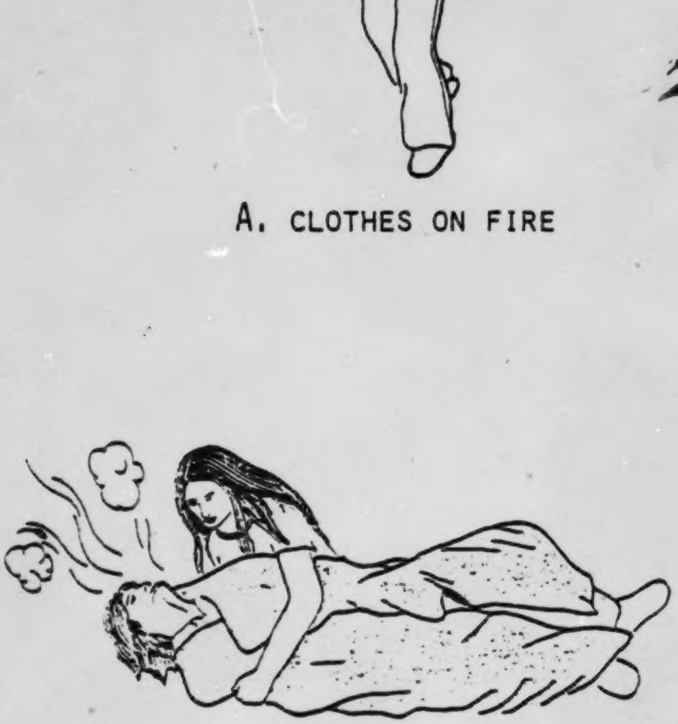
LOOK:



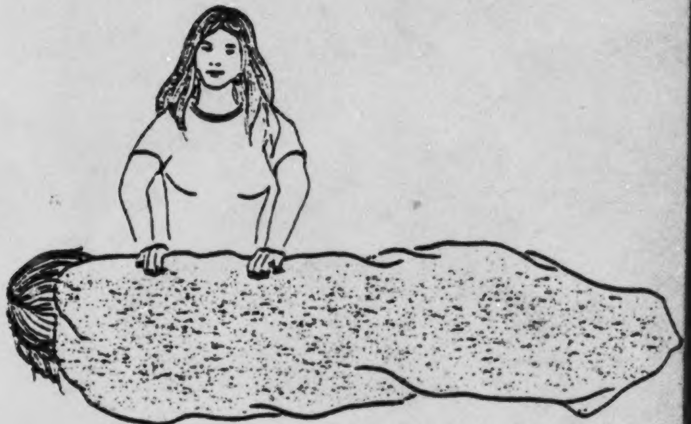
A. Clothes on fire



B. Run to get a blanket



C. Lay the person down



D. Roll person in blanket

DO: Do job step 9.

CHECK: Go to the place where the fire blankets are kept. Tell your instructor what you would do if a person's clothes were on fire.

"Turn the page"

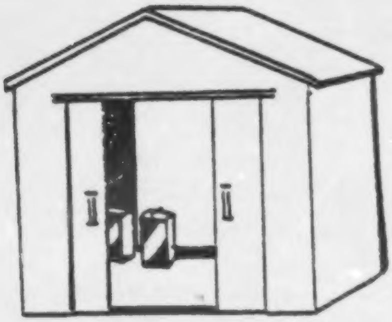
WORD GUIDE

HAZARDOUS AREAS - RISK AREAS.

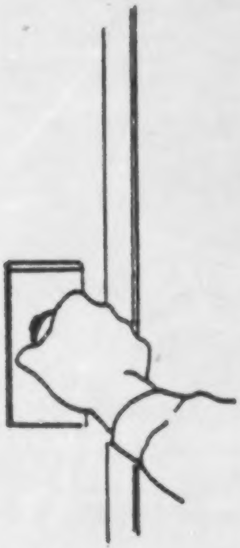
READ: 10. AT CLOSING TIME, ALL PEOPLE MUST BE OUT OF THE BUILDING. ALL HAZARDOUS AREAS MUST BE LOCKED AND CHECKED TO BE CERTAIN THEY ARE LOCKED.

ALL DOORS AND FENCE GATES MUST BE LOCKED.

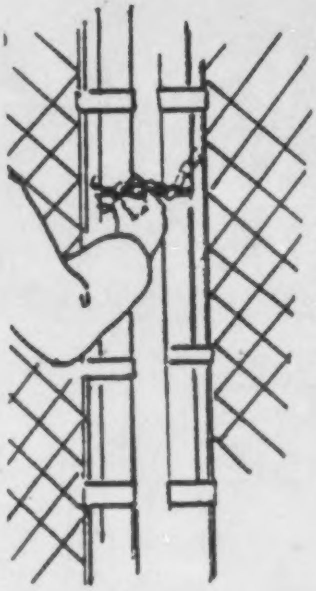
LOOK:



HAZARDOUS AREA



DOORS



FENCE GATES

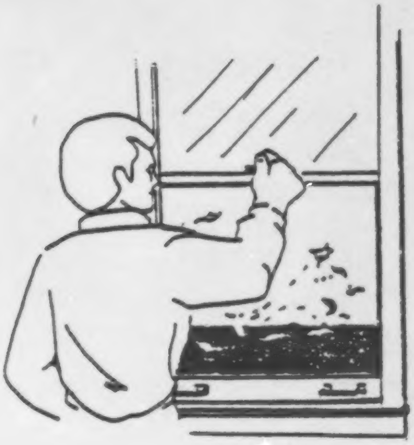
DO: PRACTICE LOCKING EACH DOOR AND FENCE GATE. CHECK TO SEE THAT THE DOOR AND FENCE GATE ARE LOCKED.

CHECK: ASK YOUR INSTRUCTOR TO SHOW YOU HOW TO LOCK UP YOUR BUILDING AT CLOSING TIME.

"TURN THE PAGE"

READ: 11. At closing time, all windows must be locked. First floor windows should be double checked to be sure they are locked. Lock all windows at the warning of a high wind storm.

LOOK:



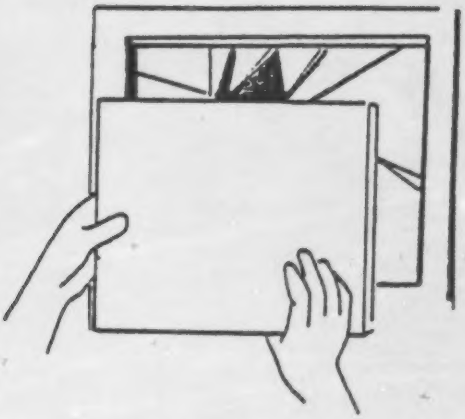
DO: Ask your instructor to show you how to lock the windows.

CHECK: Tell your instructor the important things you must remember about windows.

"Turn the page"

READ: 12. Broken windows must be covered right away. After window is covered, fill out "Broken Window Report".

LOOK:



MEASURE BROKEN WINDOW

CUT COVERING FOR WINDOW FROM WOOD OR CARDBOARD

"Broken Window Report"

PLACE____________________________

SIZE OF GLASS NEEDED____________________________

MATERIAL USED TO COVER WINDOW____________________________

DO: Choose a window. Make a broken glass report.

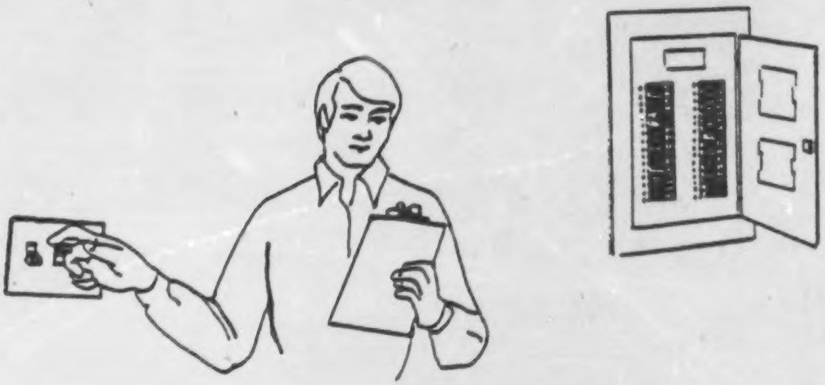
Cut a covering for a window if it was broken.

CHECK: Show your instructor your "Broken Window Report". Show your instructor the material you cut to fit the window in your report.

"Turn the page"

READ: 13. Turn off lights when they are not being used. Know which lights are security lights and should be left on all the time. Read the instruction sheet at your office about security lights. Ask your instructor to show you the main switches and breaker boxes.

LOOK:



Main Switches and Breaker Boxes

DO: Do job step 13. Ask your instructor to show you the main switches and breaker boxes. He/she will show you how to work them.

CHECK: Tell your instructor all the important things you must remember about lights.

READ: 14. Clean and put away all tools and equipment. Read the module on cleaning and care of equipment, 2201 02 005 1.

DO: Do job step 14.

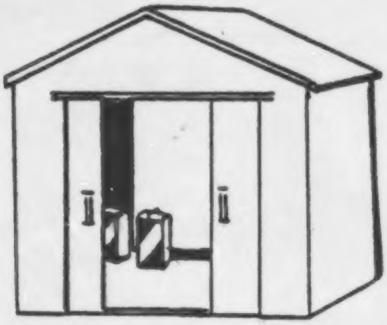
"Turn the page"

WORD GUIDE

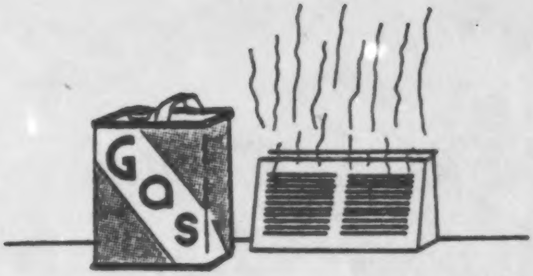
FLAMMABLE - EASILY CATCH FIRE.

READ: 15. STORE GASOLINE OR OTHER FLAMMABLE MATERIALS IN METAL CANS. PUT LID ON CAN. CANS SHOULD BE PUT ON A CEMENT FLOOR IN A COOL ROOM.

LOOK:



RIGHT WAY



WRONG WAY

CHECK: LOOK AROUND YOUR BUILDING TO SEE THAT GASOLINE AND FLAMMABLE MATERIALS ARE IN METAL CANS WITH LIDS IN A COOL ROOM. FLOOR SHOULD BE CEMENT. TELL YOUR INSTRUCTOR HOW GASOLINE MUST BE STORED. TELL HIM/HER IF YOU FIND GASOLINE STORED THE WRONG WAY.

READ: 16. READ THE PRINTOUT IN YOUR OFFICE ABOUT ELECTRICAL WIRING AND EQUIPMENT.

DO: DO JOB STEP 16.

"TURN THE PAGE"

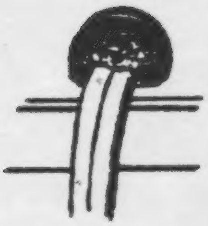
WORD GUIDE

HOT LINE - AN ELECTRIC WIRE THAT IS PLUGGED IN OR CONNECTED.

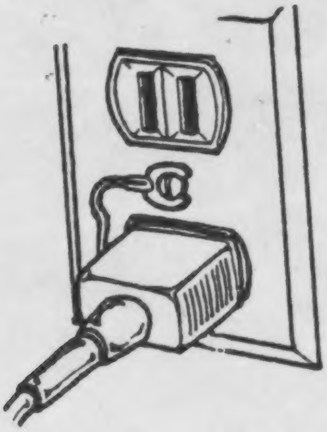
INSPECT - LOOK AT CLOSELY.

READ: 17. DO NOT HANDLE ANY ELECTRICAL WIRING WITHOUT YOUR INSTRUCTOR'S HELP. INSPECT LEAD-IN WIRES TO ELECTRICAL EQUIPMENT. LOOK FOR BARE WIRES. LOOK FOR BAD CONNECTIONS. UNPLUG ANY ELECTRICAL TOOLS YOU FIND PLUGGED INTO A HOT LINE.

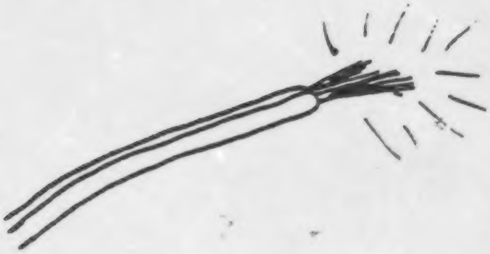
LOOK:



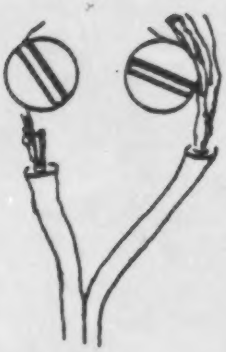
LEAD-IN WIRES



HOT LINE



BARE WIRES



BAD CONNECTIONS

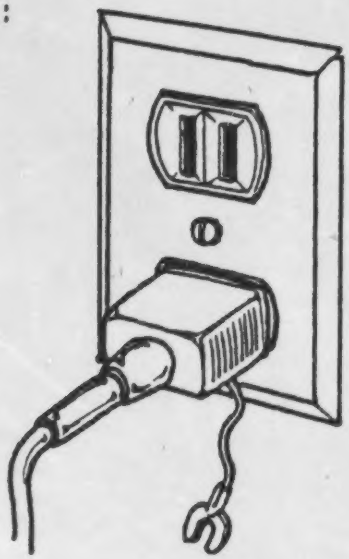
DO: ASK YOUR INSTRUCTOR TO TELL YOU ABOUT ELECTRICAL WIRES AND HOW TO CHECK THEM. DO JOB STEP 17 WITH YOUR INSTRUCTOR.

CHECK: TELL YOUR INSTRUCTOR ABOUT ELECTRICAL WIRES AND HOW TO CHECK THEM.

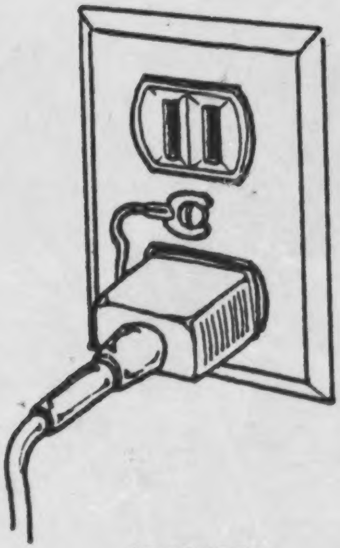
"TURN THE PAGE"

READ: 18. SEE THAT ALL ELECTRICAL EQUIPMENT IS GROUNDED BEFORE USING IT.

LOOK:



NOT GROUNDED



GROUNDED

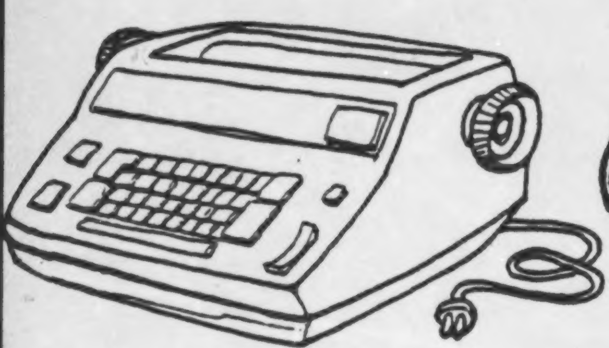
CHECK: ASK YOUR INSTRUCTOR TO SHOW YOU HOW ELECTRICAL EQUIPMENT IS GROUNDED.

ASK YOUR INSTRUCTOR WHY IT IS IMPORTANT TO GROUND ELECTRICAL EQUIPMENT.

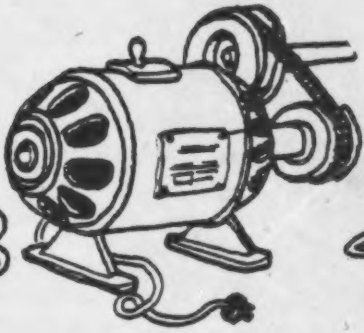
"TURN THE PAGE"

READ: 19. At closing time, turn off all equipment that is not being used.

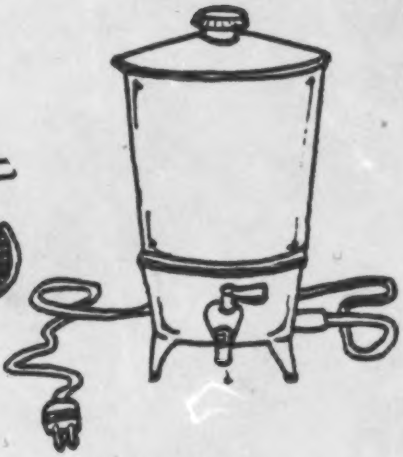
LOOK: Turn off:



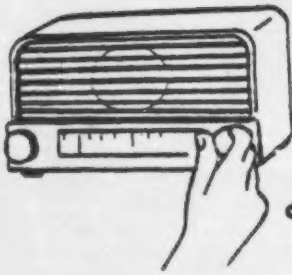
TYPEWRITERS



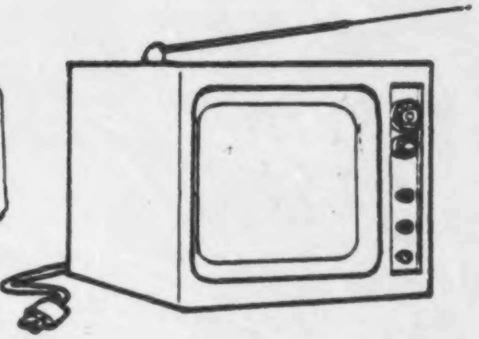
MOTORS



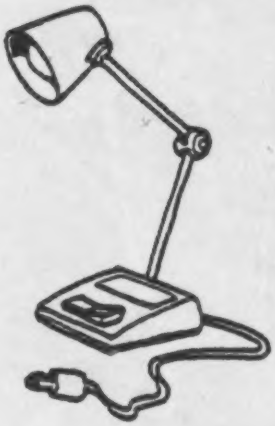
COFFEE POTS



RADIOS



T.V.'S



LIGHTS

DO: Do job step 19 if you are in the building at closing time.

"Turn the page"

READ: 20. ASK YOUR INSTRUCTOR WHO CAN BE IN THE BUILDING AFTER CLOSING TIME. THEN, WRITE THE NAMES OF THESE AUTHORIZED PEOPLE.

LOOK:

"AUTHORIZED PERSONS"

NAME________________________________

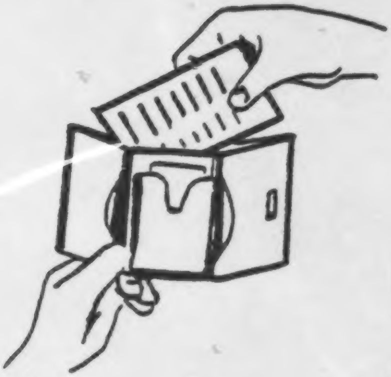
NAME________________________________

NAME________________________________

DO: DO JOB STEP 20.

READ: 21. PUT LIST OF "AUTHORIZED PERSONS" IN YOUR WALLET. LEARN THE NAMES.

LOOK:

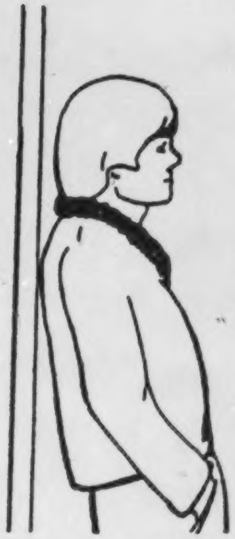


DO: DO JOB STEP 21.

"TURN THE PAGE"

READ: 22. IF YOU SEE A PERSON WHO DOES NOT BELONG IN THE BUILDING AFTER CLOSING (AN UNAUTHORIZED PERSON), ASK THE PERSON TO SHOW YOU HIS/HER PERMIT. BE POLITE.

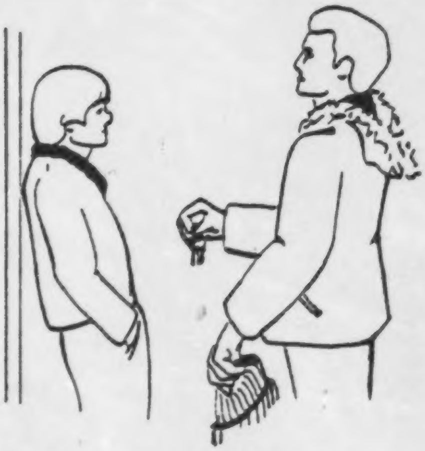
LOOK:



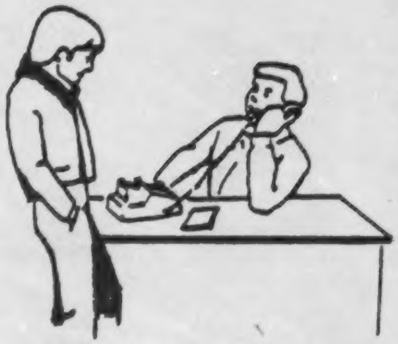
DO: BE POLITE. ASK TO SEE HIS/HER PERMIT.

READ: 23. IF THE PERSON DOES NOT HAVE A PERMIT, ASK HIM/HER TO COME TO THE OFFICE WITH YOU. THEN, CALL THE PERSON IN CHARGE.

LOOK:



TAKE AN UNAUTHORIZED PERSON TO THE OFFICE.



CALL THE PERSON IN CHARGE.

CHECK: TELL YOUR INSTRUCTOR THE NAMES OF THE PEOPLE AUTHORIZED TO BE INSIDE YOUR BUILDING AFTER CLOSING. (SEE JOB STEPS 20 AND 21).

TELL YOUR INSTRUCTOR WHAT YOU WILL DO IF YOU FIND AN UNAUTHORIZED PERSON IN THE BUILDING AFTER CLOSING.

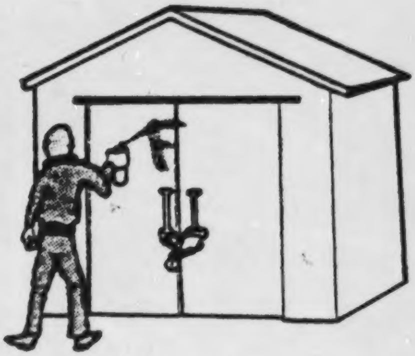
"TURN THE PAGE"

WORD GUIDE

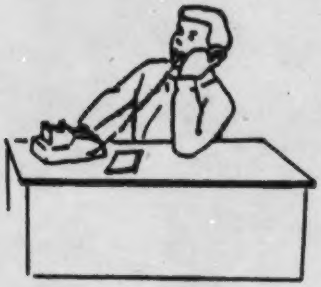
VANDALISM - BREAKING IN OR DESTROYING THINGS.

READ: 24. IF YOU SEE THAT YOUR BUILDING HAS BEEN BROKEN INTO, GO TO THE TELEPHONE. CALL YOUR SUPERVISOR OR PERSON IN CHARGE. HE/SHE WILL CALL POLICE IF THEY ARE NEEDED.

LOOK:



BREAK-IN OR VANDALISM



CALL YOUR SUPERVISOR

"TURN THE PAGE"

READ:

25. ASK YOUR INSTRUCTOR WHO YOU SHOULD CALL IF YOUR BUILDING IS VANDALIZED. THEN, WRITE THE PERSON'S NAME AND PHONE NUMBER ON YOUR "IMPORTANT TELEPHONE NUMBERS" LIST.

LOOK:

"IMPORTANT TELEPHONE NUMBERS"

POLICE DEPARTMENT________________________________

FIRE DEPARTMENT__________________________________

AMBULANCE____

SUPERVISORS______________________________________

MR.____

MR.____

DO: DO JOB STEP 25.

CHECK: TELL YOUR INSTRUCTOR ALL THE IMPORTANT THINGS YOU MUST REMEMBER ABOUT LOCKING YOUR BUILDING AT CLOSING TIME.

SHOW YOUR INSTRUCTOR HOW YOU WOULD LOCK UP YOUR BUILDING.

TELL YOUR INSTRUCTOR WHAT YOU WILL DO IF YOUR BUILDING IS VANDALIZED.

building maintenance & engineering

unit: GLASS CARE

capital area career center

module: 2201 02 008 1 date: 5/77 level:

skill title: THE REMOVING, CUTTING, AND REPLACING OF BROKEN GLASS

developed & written by: DWIGHT SMITH

visuals by:

WORD GUIDE

GLAZIER POINTS - METAL CHIPS THAT YOU USE TO HOLD THE GLASS INTO THE FRAME.

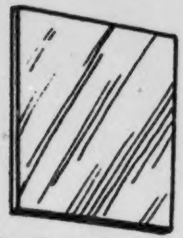
SASH - THE PART OF THE WINDOW FRAME WHERE THE GLASS GOES.

PERFORMANCE OBJECTIVE

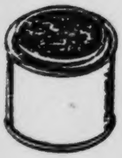
WHAT YOU WILL LEARN:

HOW TO TAKE OUT, CUT, AND PUT IN BROKEN GLASS.

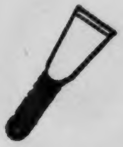
WHAT YOU WILL NEED:



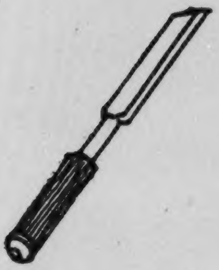
GLASS



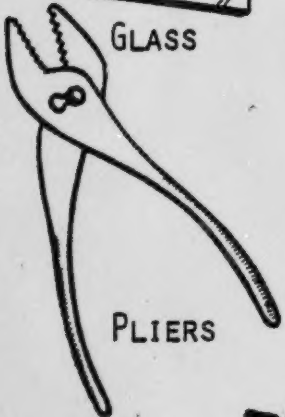
GLAZING COMPOUND



PUTTY KNIFE

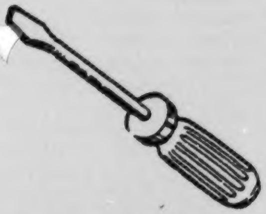


WOOD CHISEL

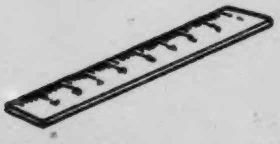


PLIERS

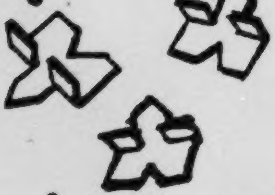
PENCIL & PAPER



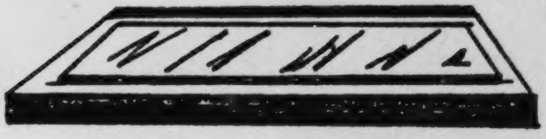
SCREWDRIVER



STRAIGHT EDGE



GLAZIER POINTS



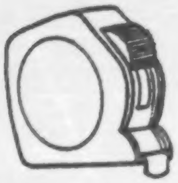
SASH, FRAME, OR DOOR,

TRASH CONTAINER

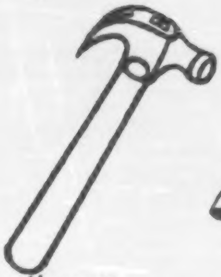
SAFETY GLASSES

"TURN THE PAGE"

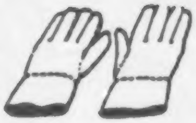
PERFORMANCE OBJECTIVE



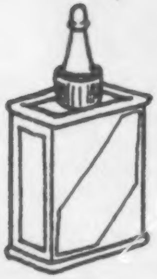
Tape measure



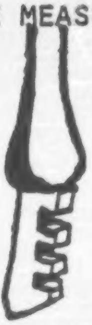
Hammer



Gloves



Light oil



Glass cutter

What you must do:

1. Read the module.
2. Get the equipment.
3. Put the glazier points into the frame so they hold the glass.
4. Spread the glazing compound smoothly and evenly around the frame.
5. Place the glass tightly into the frame so it will not wiggle or shake.
6. Clean the glass so it shows no smudges.

"Turn the page"

WORD GUIDE

RABBET - The edge or lip of a sash that the glass rests on.

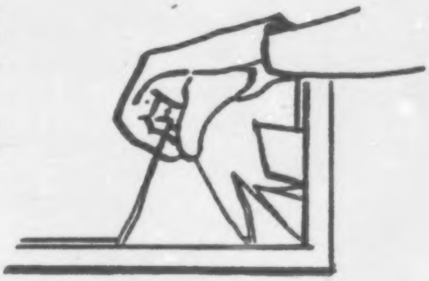
JOB STEPS

PART ONE: Taking the broken glass out

READ: 1. Take out the loose glass. Save any big pieces for later. (They can be used for small windows.)

LOOK:

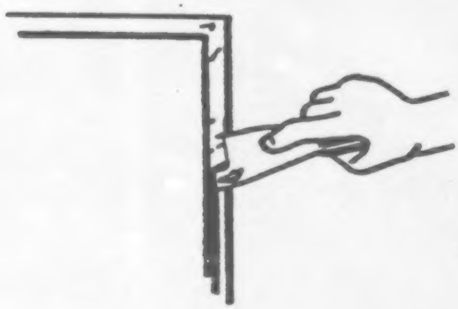
CAUTION! Use gloves when taking out the loose glass. Wear safety glasses.



DO: Do job step 1. Your instructor will tell you which glass to take out. Take your equipment with you.

READ: 2. Using a wood chisel or putty knife, get out all the old glazing compound. Be sure the rabbet is clean so the new glass sits flat.

LOOK:



DO: Do job step 2.

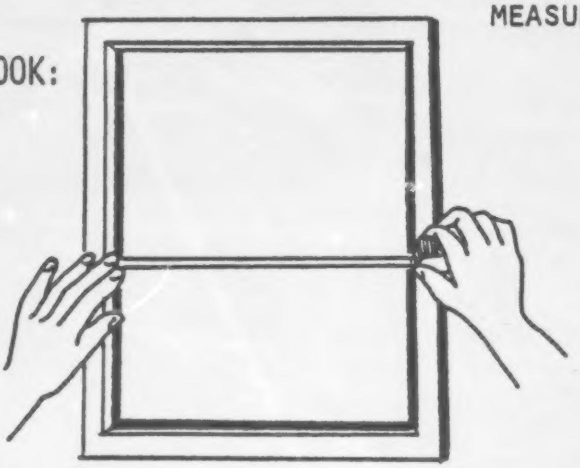
"Turn the page"

WORD GUIDE

MEASUREMENT - Size.

READ: 3. Tape-measure across the opening of the sash. Write down this measurement.

LOOK:

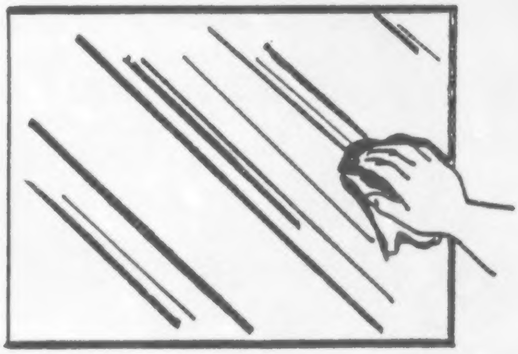


DO: Do job step 3.

PART TWO: Cutting the glass

READ: 1. Using the glass cleaner and the wiping cloths, clean the glass.

LOOK:

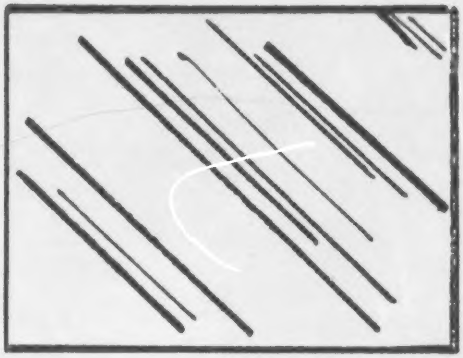


DO: Do job step 1.

"Turn the page"

READ: 2. PUT THE GLASS ON A FLAT SURFACE.

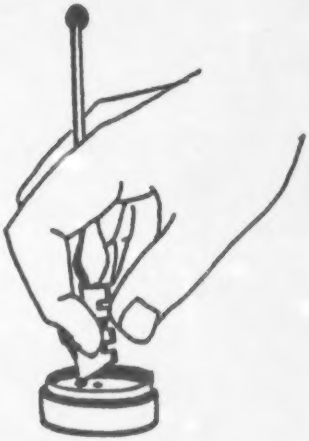
LOOK:



DO: DO JOB STEP 2.

READ: 3. PUT 2 OR 3 DROPS OF LIGHT OIL ON THE GLASS-CUTTER WHEEL.

LOOK:

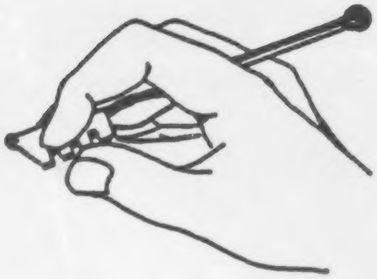


DO: DO JOB STEP 3.

"TURN THE PAGE"

READ: 4. PRACTICE ON SOME SCRAP GLASS BY MAKING 2 OR 3 CUTS. HOLD THE CUTTER LIKE THIS:

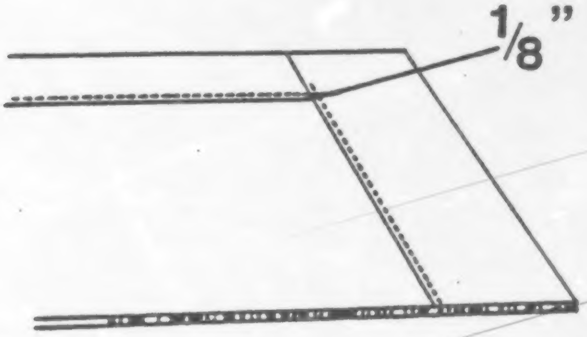
LOOK:



DO: Do JOB STEP 4.

READ: 5. MEASURE THE GLASS 1/8 INCH SMALLER THAN THE SIZE YOU WROTE DOWN IN PART ONE. THIS ALLOWS THE GLASS TO CHANGE ITS SIZE WITH TEMPERATURE WITHOUT BREAKING.

LOOK:



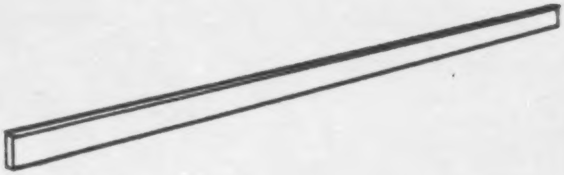
DO: Do JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR MEASUREMENTS WITH YOU.

"TURN THE PAGE"

READ: 6. Use the straight-edge to cut a straight line.

LOOK:

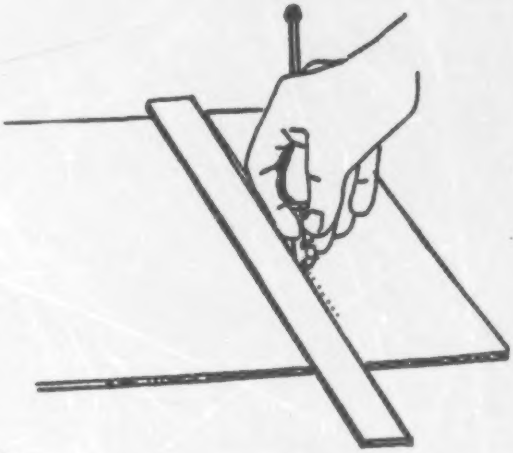


DO: Do job step 6.

READ: 7. Cut the glass.

A. Start 1/16 from the far edge.

LOOK:



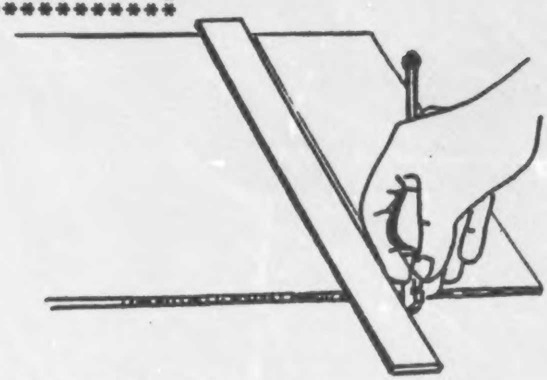
DO: Do job step 7a.

"Turn the page"

READ: 7B. GO ALL THE WAY IN ONE STROKE. LET THE WHEEL GO ON PAST THE EDGE.

CAUTION! DO NOT PRESS HARD ON THE CUTTER.

LOOK:

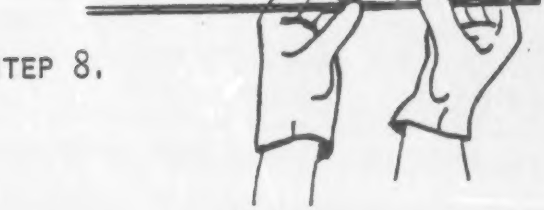


DO: DO JOB STEP 7B.

READ: 8. HOLD THE GLASS WITH BOTH HANDS. PUT YOUR FIRST FINGER AND THUMB TOGETHER ON BOTH SIDES OF THE CUT.

CAUTION! WEAR GLOVES.

LOOK:

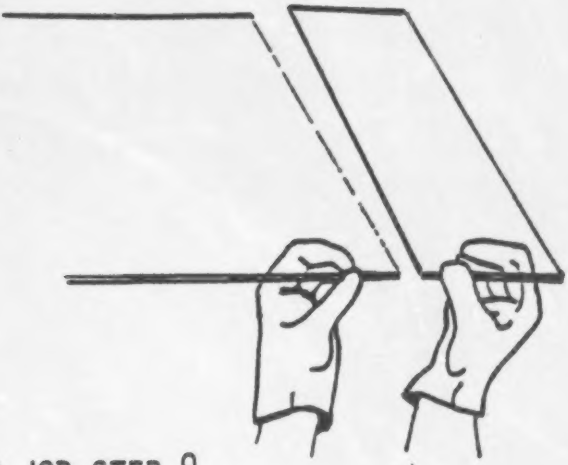


DO: DO JOB STEP 8.

"TURN THE PAGE"

READ: 9. BEND THE GLASS ALONG THE CUT. THE GLASS WILL BREAK.

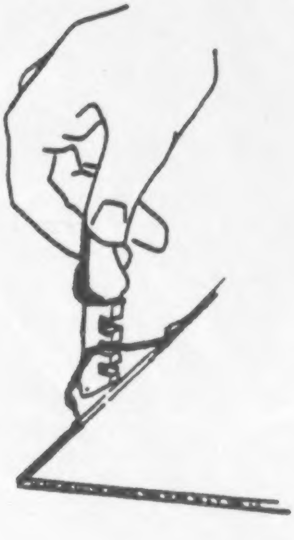
LOOK:



DO: Do JOB STEP 9.

READ: 10. USING THE NOTCHES ON THE GLASS CUTTER, BREAK OFF ANY PIECES OF GLASS THAT DID NOT BREAK OFF CLEANLY.

LOOK:



DO: Do JOB STEP 10.

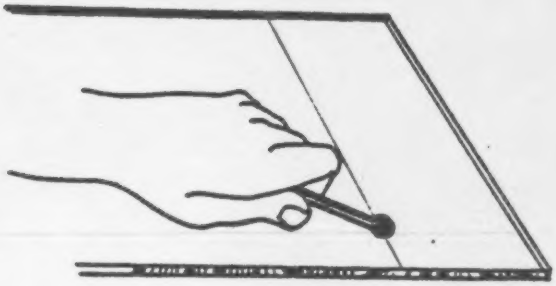
"TURN THE PAGE"

READ: 11. HERE IS ANOTHER WAY TO CUT THE GLASS:

A. CUT THE GLASS LIKE YOU DID IN JOB STEP 7.

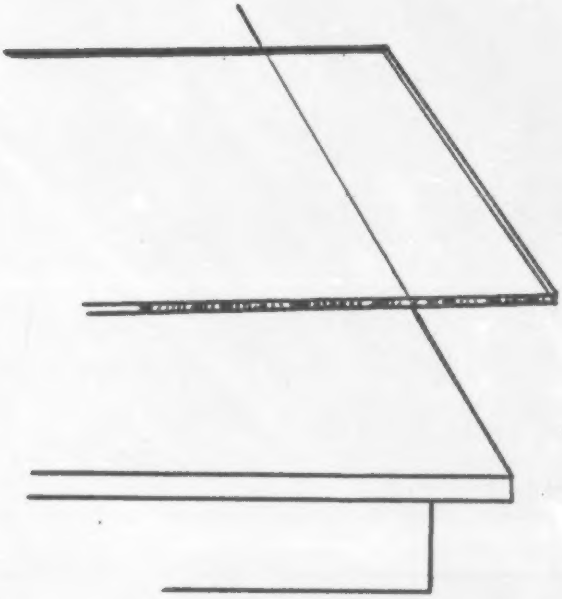
B. TAP ALONG THE CUT WITH THE BALL END OF THE CUTTER.

LOOK:



C. WHEN A CRACK GOES ALONG THE CUT, PUT THE CUT ON THE EDGE OF A FLAT SURFACE.

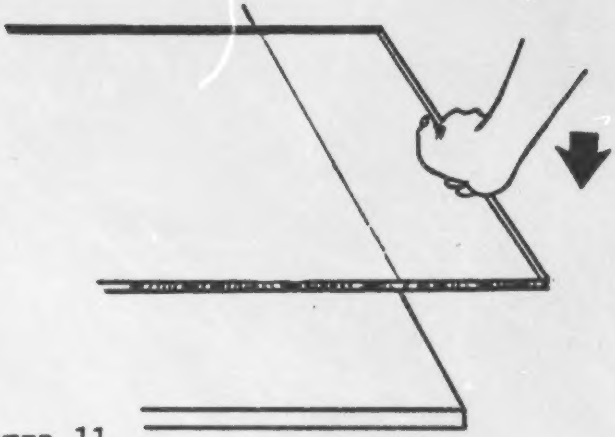
LOOK:



"TURN THE PAGE"

READ: 11. D. SNAP THE GLASS OFF WITH A QUICK DOWNWARD PUSH.

LOOK:

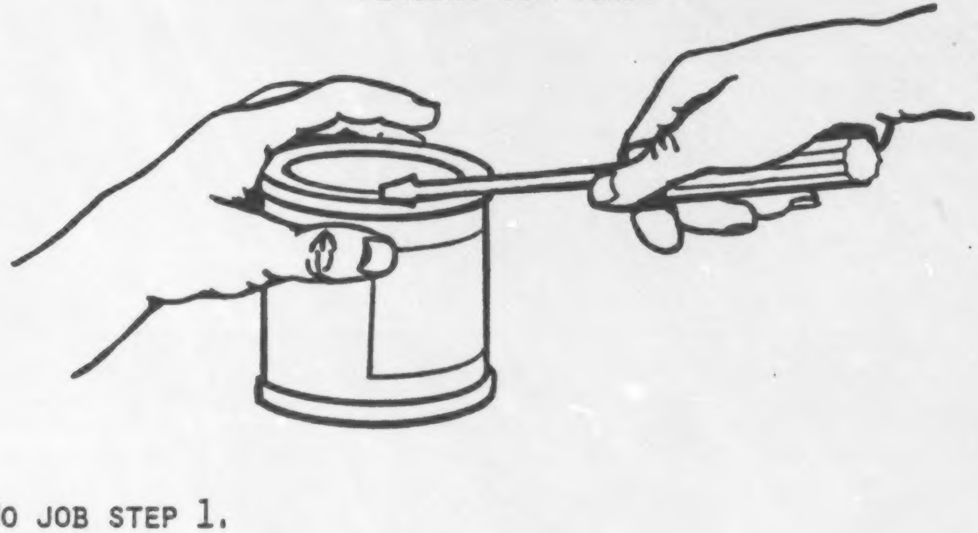


DO: Do JOB STEP 11.

PART THREE: PUTTING IN THE NEW GLASS

READ: 1. USING THE SCREWDRIVER, OPEN THE GLAZING COMPOUND.

LOOK:

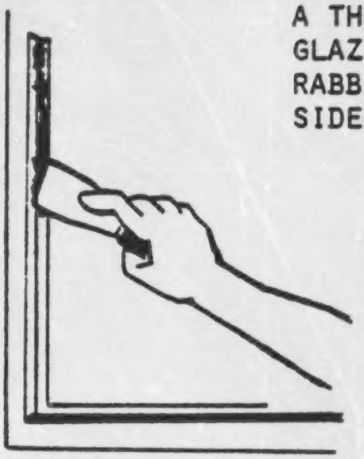


DO: Do JOB STEP 1.

"TURN THE PAGE"

READ: 2. USING YOUR PUTTY KNIFE, SPREAD A THIN LAYER (3 TO 5 MM) OF GLAZING COMPOUND AROUND THE RABBET. THIS SEALS THE BACK SIDE OF THE GLASS.

LOOK:

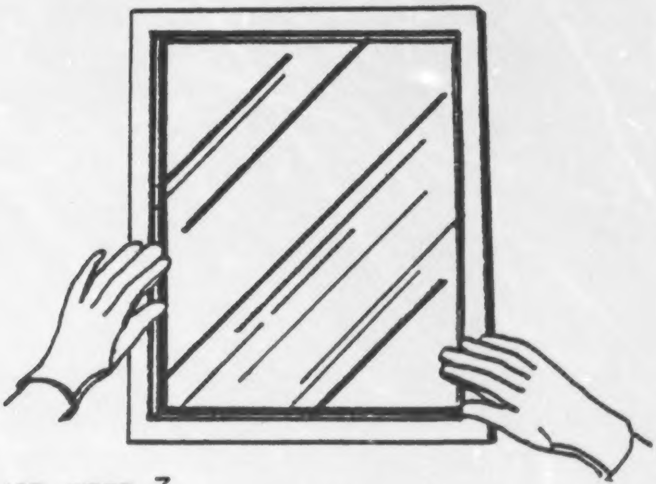


DO: Do JOB STEP 2.

CHECK: LOOK AT YOUR WORK. DOES THE GLAZING COMPOUND GO ALL AROUND THE RABBET? IS IT EVEN? DID YOU MISS ANY SPOTS?

READ: 3. PUT THE GLASS DOWN ON THE RABBET. PUSH ON IT VERY SOFTLY.

LOOK:

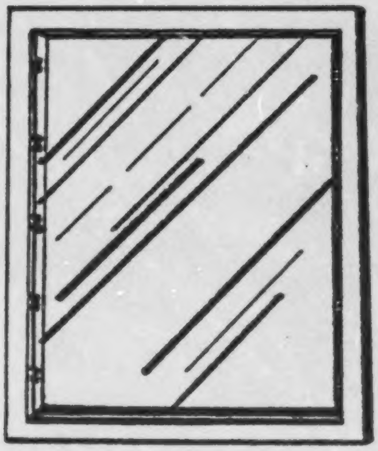


DO: DO JOB STEP 3.

"TURN THE PAGE"

READ: 4. IF THE SASH IS WOOD, USE GLAZIERS POINTS TO HOLD IN THE GLASS. PUSH THEM IN EVERY 4 INCHES ALONG THE GLASS.

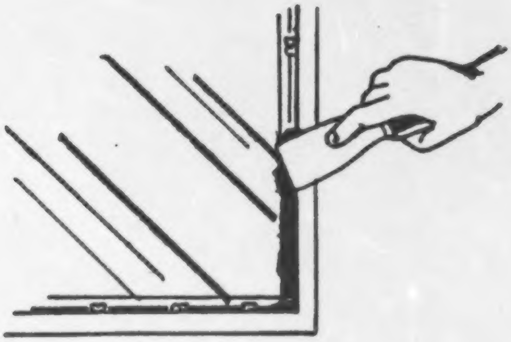
LOOK:



DO: DO JOB STEP 4 (IF THE SASH IS WOOD).

READ: 5. USING THE PUTTY KNIFE, SPREAD GLAZING COMPOUND ALL AROUND THE GLASS EDGE OF THE SASH. FILL IN FROM THE TOP ON THE RABBET TO THE GLASS.

LOOK:

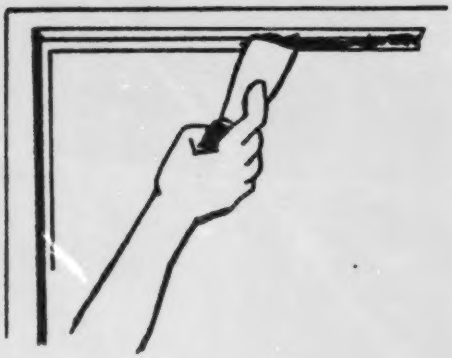


DO: DO JOB STEP 5.

"TURN THE PAGE"

READ: 6. SMOOTH OUT THE GLAZING COMPOUND.

LOOK:

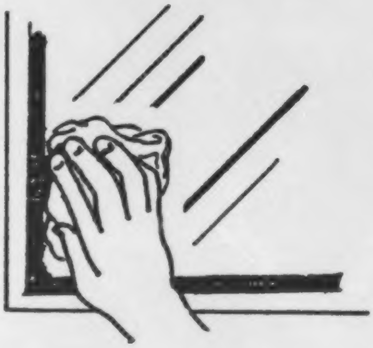


DO: Do JOB STEP 6.

READ: 7. TAKE OFF ANY EXTRA COMPOUND WITH A SOFT CLOTH.

CAUTION! THE PUTTY IS STILL SOFT, SO DO NOT TOUCH IT.

LOOK:

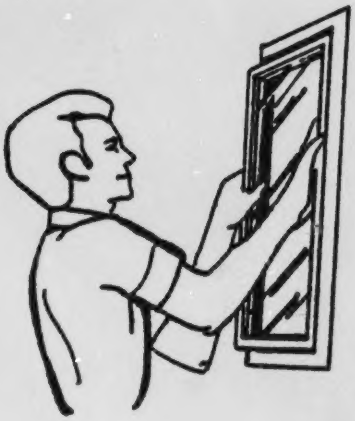


DO: Do JOB STEP 7.

"TURN THE PAGE"

READ: 8. PUT THE WINDOW SASH BACK INTO THE FRAME.

LOOK:

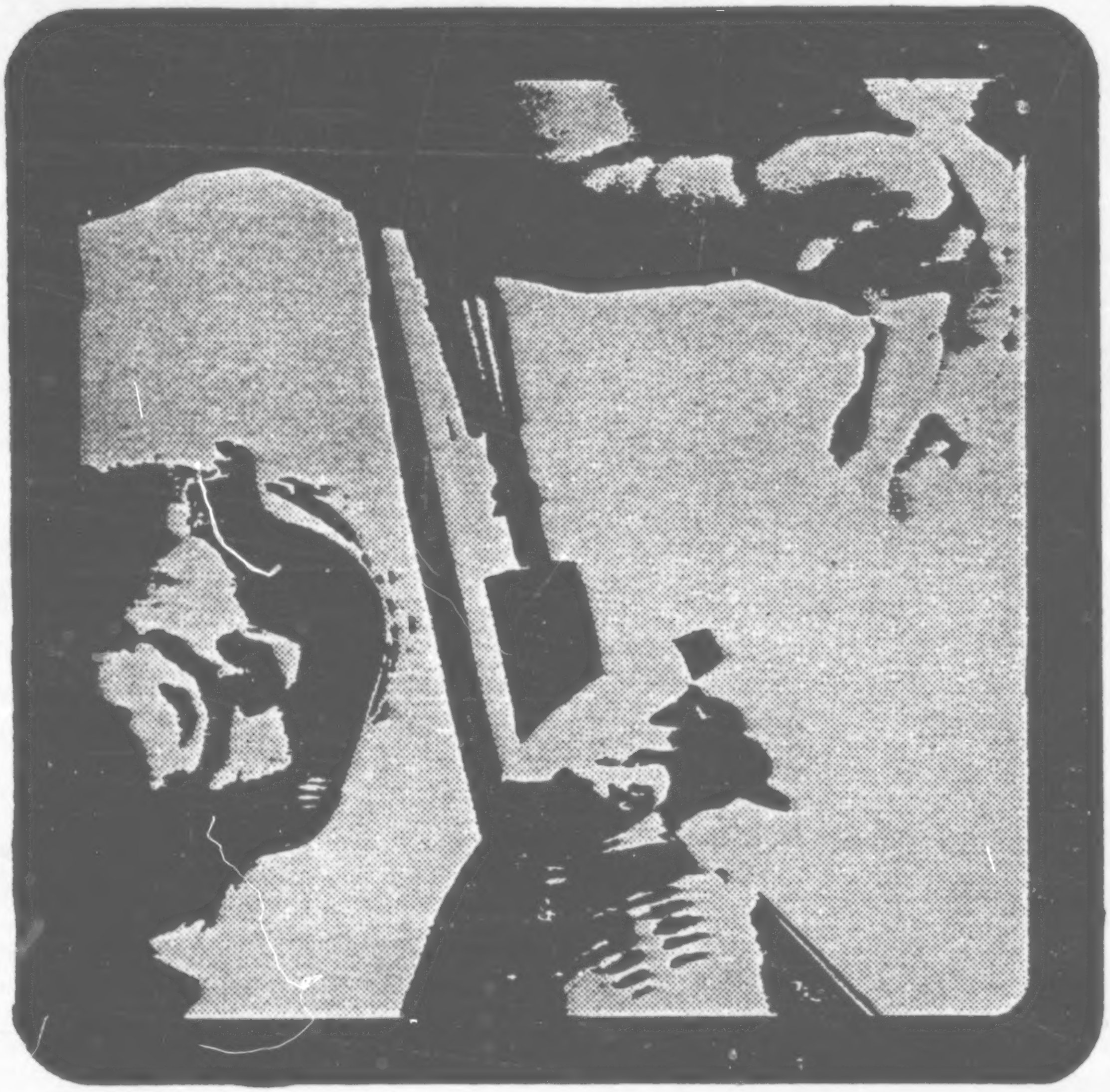


DO: Do JOB STEP 8.

READ: 9. GOOD WORK. YOU HAVE "GLAZED" A WINDOW.

READ: CLEAN AND PUT AWAY ALL EQUIPMENT.

DO: Do JOB STEP 10.



building maintenance & engineering

unit: Damaged Walls

capital area career center

module: 2201 02 009 1 date: 5/77 level:

skill title: Repair Damaged Walls

developed & written by: Debra Constantini

visuals by: Glen Cooley

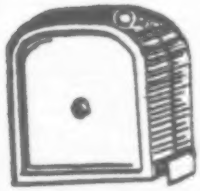
PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

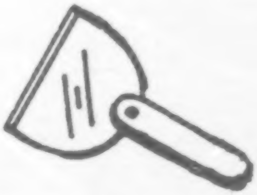
HOW TO REPAIR A DAMAGED WALL.

WHAT YOU WILL NEED:

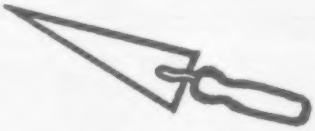
- SAND BLOCK AND SANDPAPER
- DAMAGED PART OF WALL
- PLASTER
- DRY WALL
- DRY WALL TAPE
- PAIL
- SPACKLING PUTTY
- PATCHING PLASTER
- HAMMER
- PENCIL AND PAD
- SPONGE
- STIRRING STICK



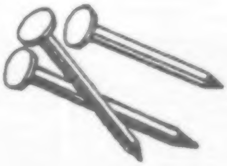
TAPE MEASURE



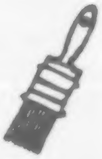
PLASTER SPATULA



STEEL TROWEL



DRY WALL TACKS



PAINT SHELLAC BRUSH

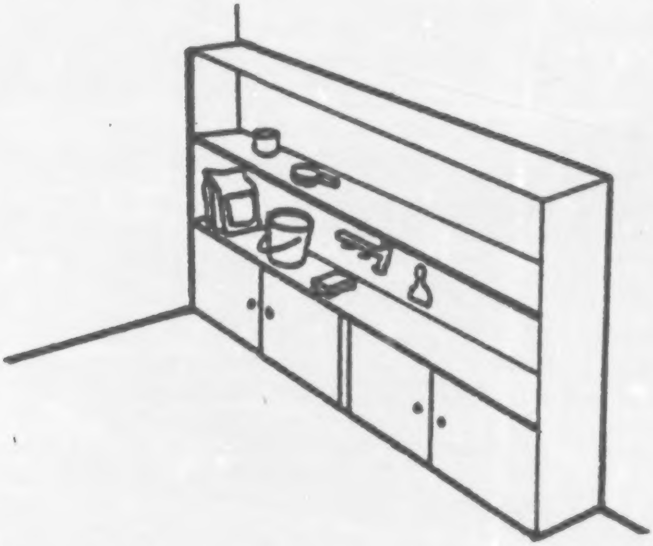
WHAT YOU MUST DO:

1. READ THIS MODULE.
2. GET YOUR EQUIPMENT.
3. COMPLETE THE JOB STEPS FOR REPAIRING A WALL SO THAT THERE ARE NO BUMPS OR SCRATCHES AND SO NO PAPER TAPE SHOWS THROUGH THE PLASTER.

JOB STEPS

READ: 1. GET ALL EQUIPMENT LISTED ON PAGE 2.

LOOK:

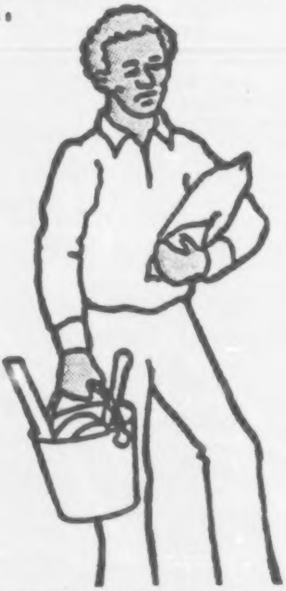


DO: DO JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOU HAVE ALL EQUIPMENT IN THE PICTURE.

READ: 2. TAKE EQUIPMENT TO YOUR WORK AREA.

LOOK:



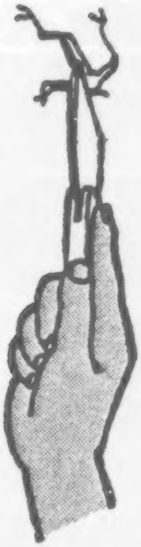
DO: DO JOB STEP 2.

CHECK: YOUR INSTRUCTOR WILL TELL YOU WHICH JOB AREA IS YOURS. HE/SHE WILL ALSO TELL YOU WHAT TYPE OF WALL YOU WILL REPAIR: DRY WALLS, PLASTER WALL, PLYWOOD, OR PANELING.

"TURN THE PAGE"

READ: 3. FIRST, YOU WILL LEARN HOW TO REPAIR DRY WALLS OR PLASTER BOARD: USE A PLASTER SPATULA TO CUT AWAY DAMAGED DRY WALL.

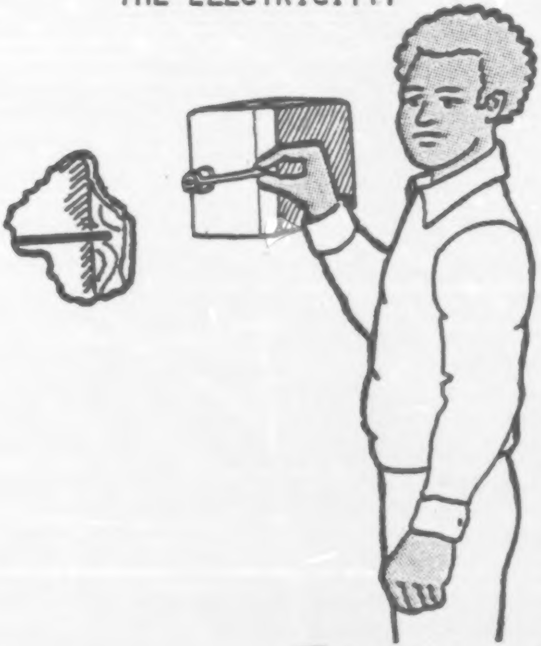
LOOK:



DO: Do JOB STEP 3.

READ: 4. CHECK AREA FOR ANY ELECTRICAL WIRING. IF YOU SEE WIRING, TELL YOUR INSTRUCTOR. HE/SHE WILL HELP YOU SHUT OFF THE ELECTRICITY.

LOOK:

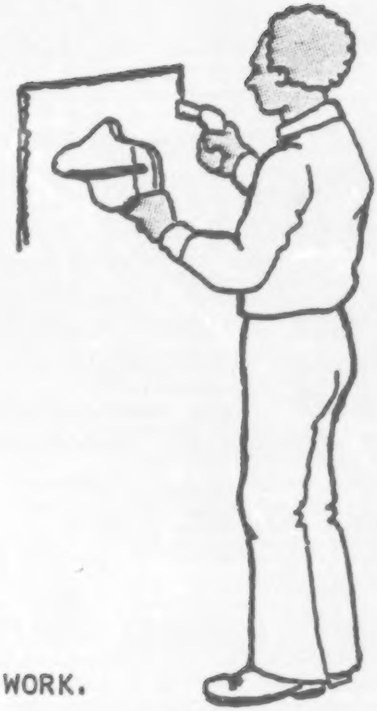


DO: Do JOB STEP 4.

"TURN THE PAGE"

READ: 5. AFTER YOU SHUT OFF THE ELECTRICITY, CAREFULLY CUT AWAY DRY WALL.

LOOK:

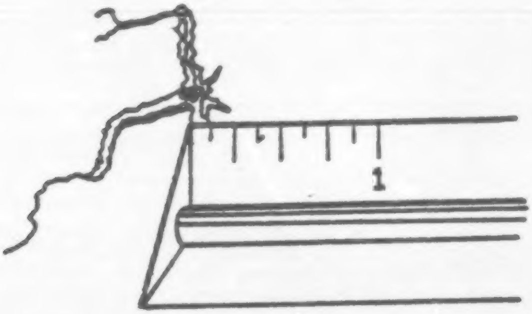


DO: Do JOB STEP 5.

CHECK: HAVE INSTRUCTOR CHECK YOUR WORK.

READ: 6. USE MEASURING TAPE TO MEASURE AREA YOU WILL REPLACE. WRITE DOWN THE MEASUREMENTS.

LOOK:



DO: Do JOB STEP 7.

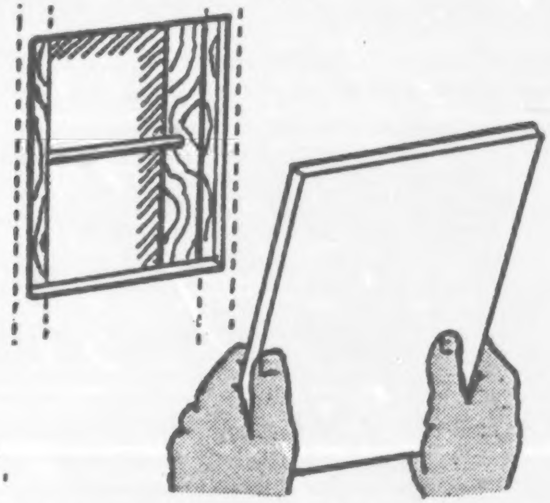
"TURN THE PAGE"

WORD GUIDE

STUDS - THICK BOARDS THAT FORM FRAME FOR A WALL.

READ: 7. MEASURE A NEW PIECE OF DRY WALL SO THAT IT OVERLAPS STUDS HALFWAY ON EACH SIDE.

LOOK:

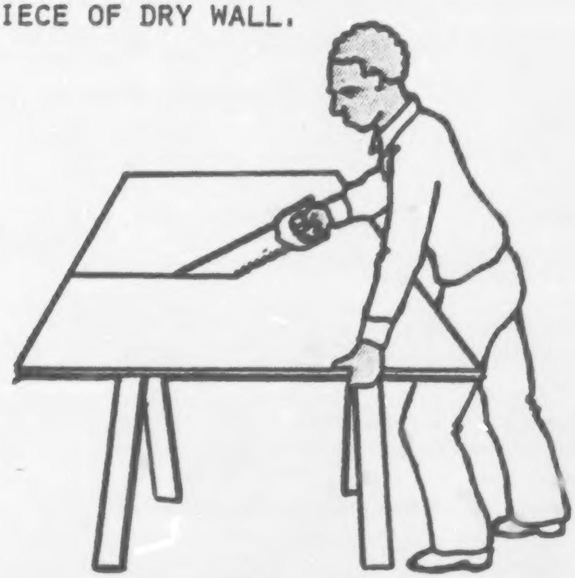


DO: DO JOB STEP 7.

CHECK: HAVE INSTRUCTOR CHECK THE MEASUREMENTS FOR THE PIECE OF DRY WALL YOU WILL CUT.

READ: 8. USE HAND SAW TO CUT THE NEW PIECE OF DRY WALL.

LOOK:

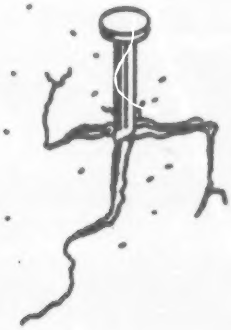


DO: DO JOB STEP 8.

"TURN THE PAGE"

READ: 9. USE END OF HAMMER TO REMOVE ANY NAILS FOUND IN STUDS.

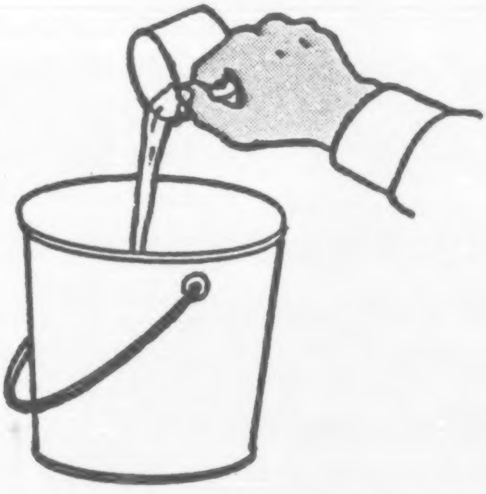
LOOK:



DO: DO JOB STEP 9.

READ: 10. YOU WILL LEARN HOW TO MIX JOINT COMPOUND. PUT 1/2 PINT OF WARM WATER INTO A CLEAN PAIL.

LOOK:

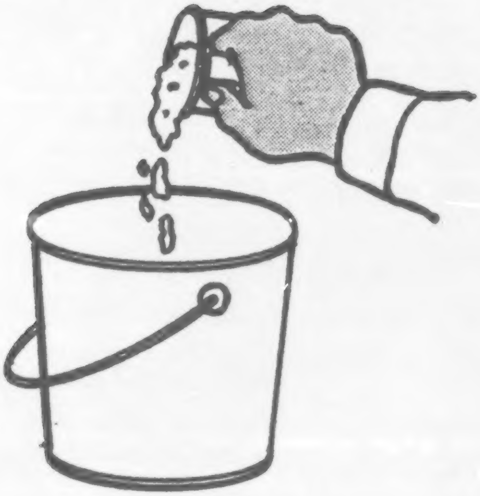


DO: DO JOB STEP 10.

"TURN THE PAGE"

READ: 11. PUT 1 POUND OF JOINT COMPOUND INTO THE WATER.

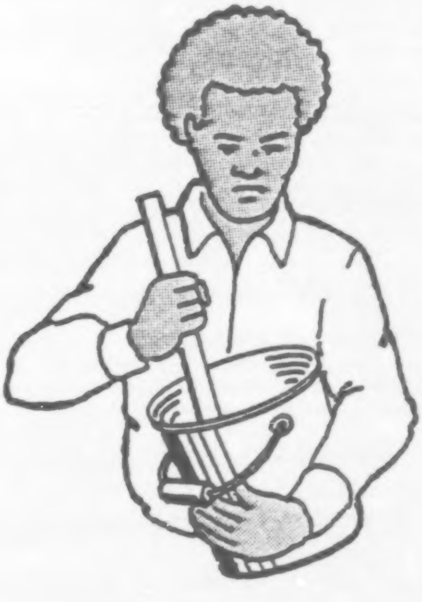
LOOK:



DO: DO JOB STEP 11.

READ: 12. USE MIXING STICK, TO MIX COMPOUND INTO A SMOOTH PASTE.

LOOK:

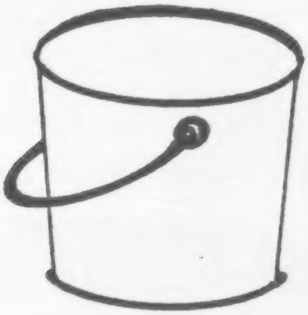


DO: DO JOB STEP 12.

"TURN THE PAGE"

READ: 13. LET MIXTURE SET FOR 30 MINUTES.

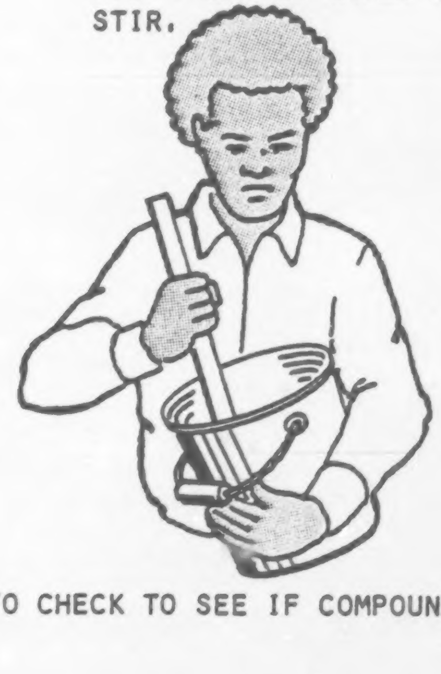
LOOK:



DO: DO JOB STEP 13.

READ: 14. STIR MIXTURE AGAIN. IF COMPOUND GETS TOO THICK ADD A LITTLE WATER AND STIR.

LOOK:



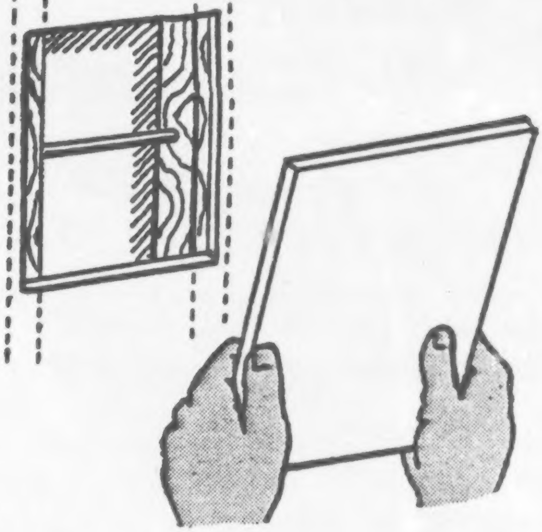
DO: DO JOB STEP 14.

CHECK: ASK INSTRUCTOR TO CHECK TO SEE IF COMPOUND IS READY TO USE.

"TURN THE PAGE"

READ: 15. Fit the new piece of dry wall into the opening in the wall.

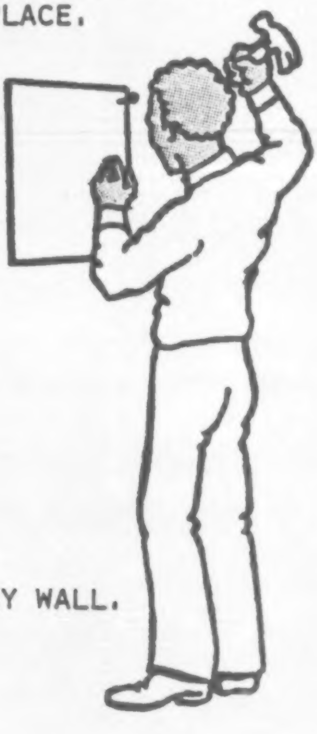
LOOK:



DO: Do job step 15.

READ: 16. Use hammer and nails to hold dry wall in place.

LOOK:



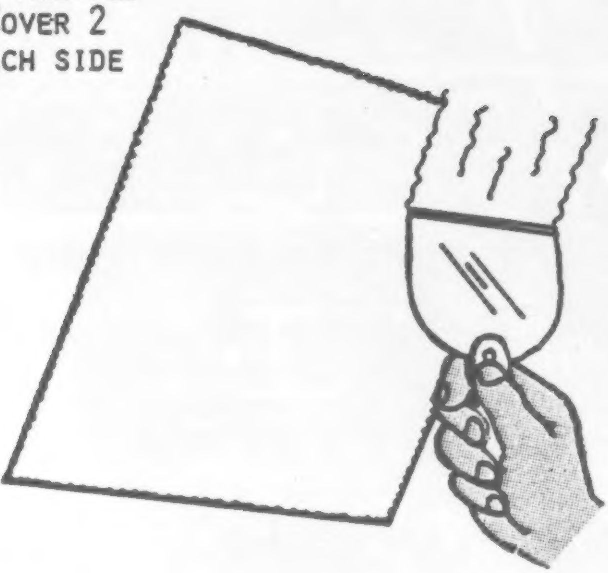
DO: Do job step 16.

CHECK: Ask instructor to help you nail dry wall.

"Turn the page"

READ: 17. PUT COMPOUND PASTE ON SEAMS OF NEW AND OLD DRY WALL. COVER 2 INCHES ON EACH SIDE OF JOINT.

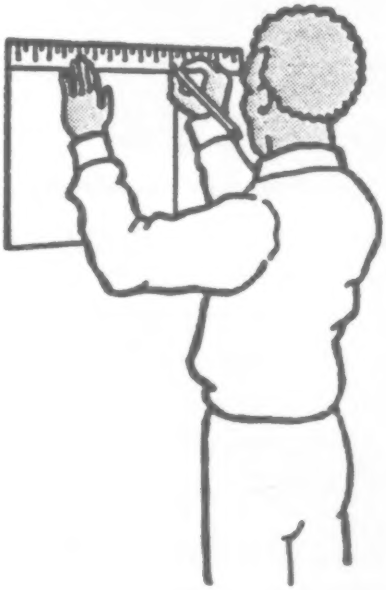
LOOK:



DO: DO JOB STEP 17.

READ: 18. MEASURE EACH JOINT/SEAM YOU WILL COVER.

LOOK:

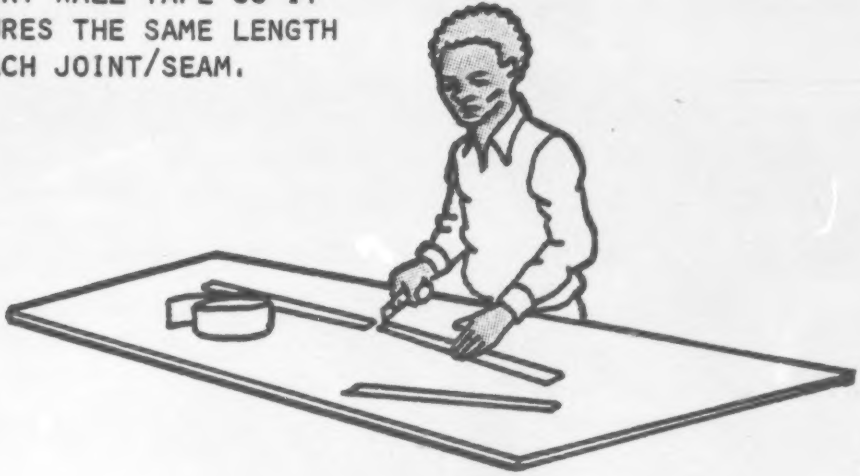


DO: DO JOB STEP 18.

"TURN THE PAGE"

READ: 19. CUT DRY WALL TAPE SO IT MEASURES THE SAME LENGTH AS EACH JOINT/SEAM.

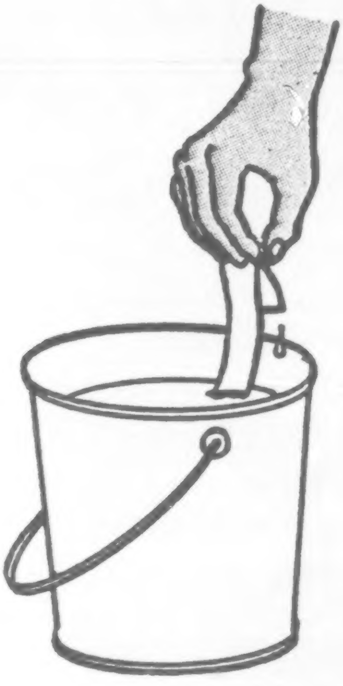
LOOK:



DO: Do JOB STEP 19.

READ: 20. SOAK TAPE IN CLEAN, COLD WATER FOR 2 MINUTES.

LOOK:

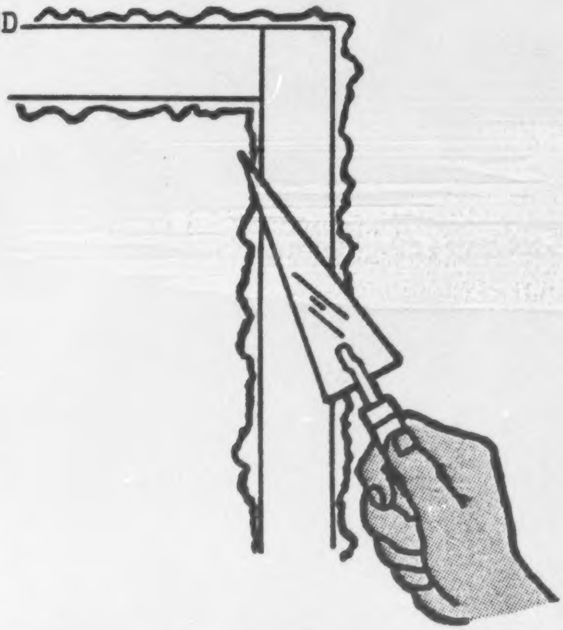


DO: Do JOB STEP 20.

"TURN THE PAGE"

READ: 21. USE PRESSING TROWEL TO PRESS TAPE INTO COMPOUND ON JOINT/SEAMS.

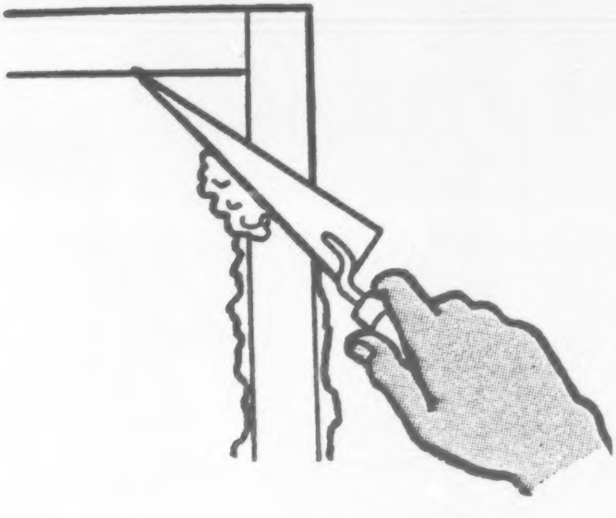
LOOK:



DO: DO JOB STEP 21.

READ: 22. SCRAPE OFF ALL EXTRA COMPOUND. BE SURE TO MAKE THE JOINT/SEAM EVEN AND SMOOTH.

LOOK:



DO: DO JOB STEP 22.

CHECK: ASK INSTRUCTOR TO HELP YOU GET THE JOINT/SEAMS EVEN AND SMOOTH.

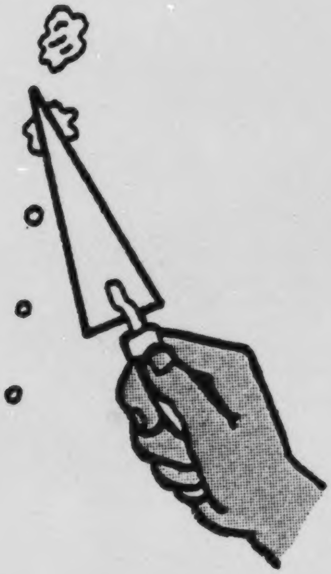
"TURN THE PAGE"

WORD GUIDE

FEATHER - SEE DRAWING BELOW.

READ: 23. LOOK FOR ANY NAIL HEADS ON DRY WALL AND COVER THEM OVER WITH COMPOUND.

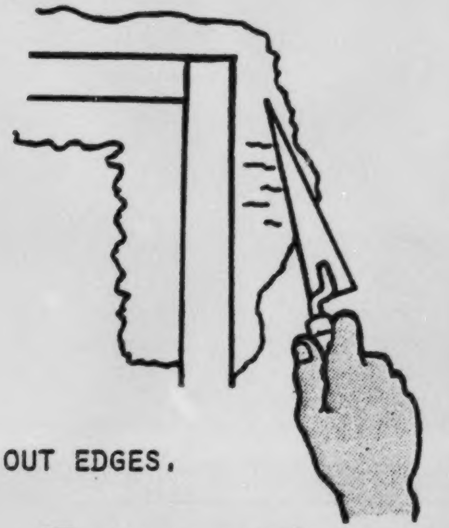
LOOK:



DO: DO JOB STEP 23.

READ: 24. WAIT FOR COMPOUND ON JOINTS/SEAMS TO DRY. THEN, PUT THIN COAT OF COMPOUND ON SEAM/JOINT. FEATHER OUT EDGES OF COMPOUND 3 OR 4 INCHES ON BOTH SIDES OF JOINTS/SEAM.

LOOK:



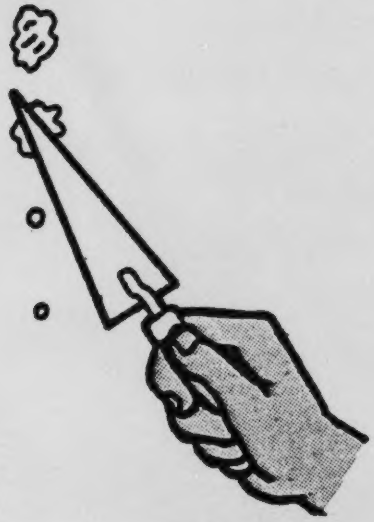
DO: DO JOB STEP 24.

CHECK: HAVE INSTRUCTOR HELP YOU FEATHER OUT EDGES.

"TURN THE PAGE"

READ: 25. PUT ANOTHER COAT OF COMPOUND ONTO THE NAIL HEADS.

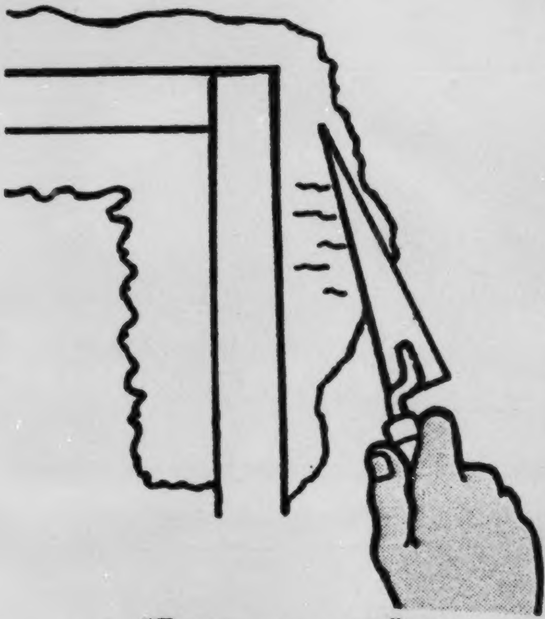
LOOK:



DO: DO JOB STEP 25.

READ: 26. WHEN COMPOUND ON JOINT/SEAM COMPLETELY DRIES, PUT ON THIRD COAT OF COMPOUND. FEATHER OUT TO 8 TO 10 INCHES ON BOTH SIDES OF SEAM/JOINT.

LOOK:

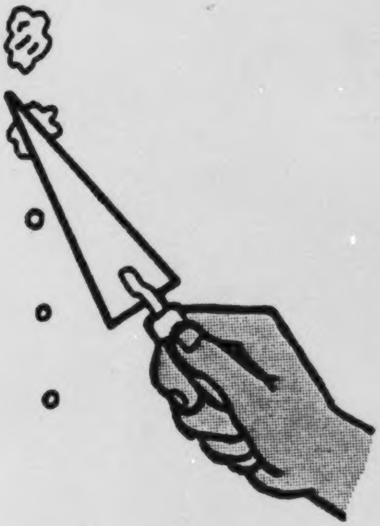


DO: DO JOB STEP 26.

"TURN THE PAGE"

READ: 27. PUT THREE COATS OF COMPOUND ONTO THE NAIL HEADS.

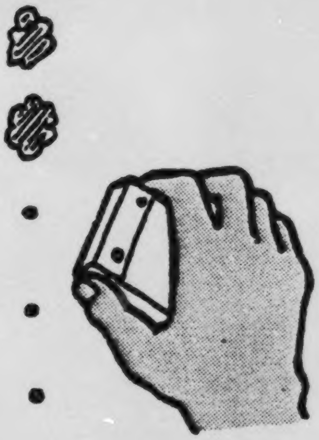
LOOK:



DO: DO JOB STEP 27.

READ: 28. AFTER THE THIRD COAT OF COMPOUND IS COMPLETELY DRY, USE SANDPAPER TO SMOOTH THE AREA. BE CAREFUL NOT TO SCRATCH OR MARK THE PAPER OF THE DRY WALL.

LOOK:



DO: DO JOB STEP 28.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

READ: 29. NEXT, YOU WILL LEARN HOW TO PATCH PLASTER WALLS. USE SPACKLING PUTTY FOR THE FOLLOWING REPAIRS:

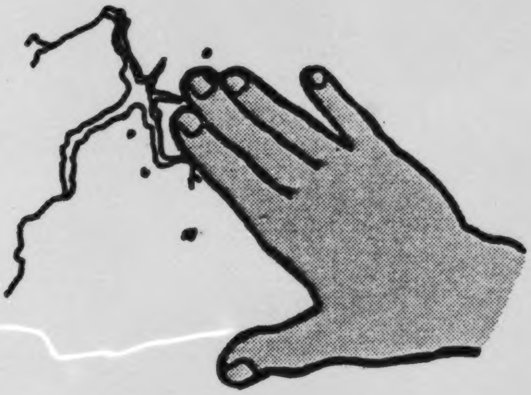
A. SMALL CRACKS 1/8 INCH WIDE

B. NAIL AND SCREW HOLES WHERE PLASTER HAS NOT BROKEN AWAY.

C. NICKS AND CRACKS AROUND TRIMMING.

USE PATCHING PLASTER ON CRACKS OVER 1/8 INCH WIDE UP TO 1 SQUARE FOOT.

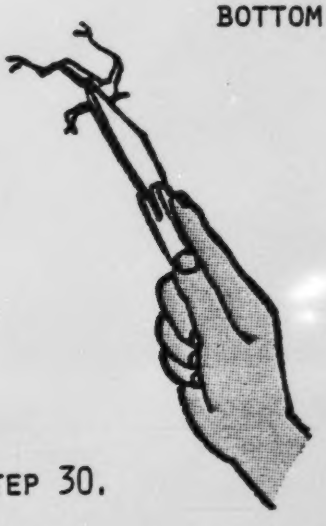
LOOK:



DO: DO JOB STEP 29.

READ: 30. USE PLASTER SPATULA TO UNDER CUT EDGES OF CRACKS AND SMALL AREA. MAKE CRACKS WIDER AT BOTTOM THAN AT TOP.

LOOK:

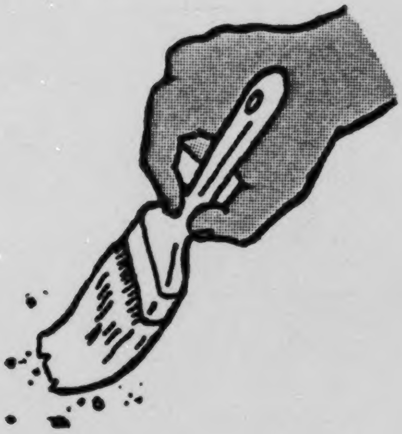


DO: DO JOB STEP 30.

"TURN THE PAGE"

READ: 31. BRUSH AWAY ALL LOOSE PIECES.

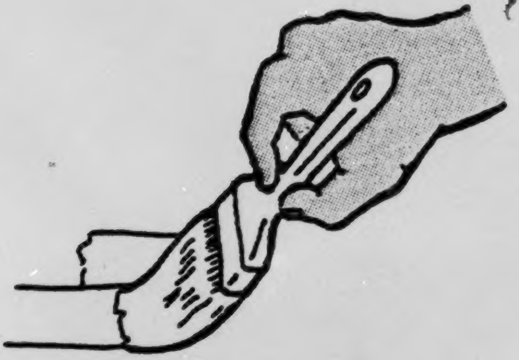
LOOK:



DO: DO JOB STEP 31.

READ: 32. USE OLD BRUSH TO WET PLASTER AREA WITH WATER. THE WATER WILL HELP TO KEEP NEW PLASTER FROM DRYING TO FAST.

LOOK:

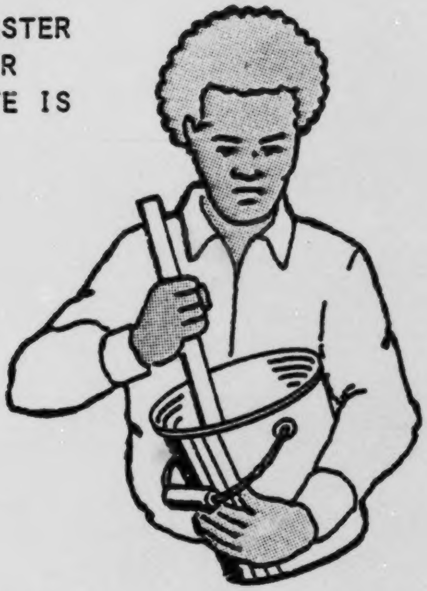


DO: DO JOB STEP 32.

"TURN THE PAGE"

READ: 33. MIX PATCHING PLASTER WITH WATER. STIR WATER UNTIL PASTE IS SMOOTH.

LOOK:

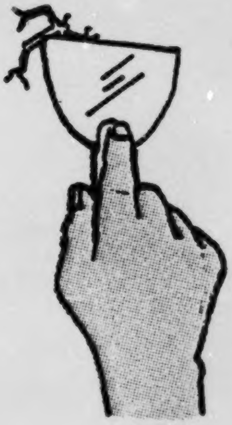


DO: DO JOB STEP 33.

CHECK: ASK YOUR INSTRUCTOR TO HELP YOU MEASURE THE CORRECT AMOUNT OF PLASTER NEEDED FOR YOUR JOB.

READ: 34. USE PUTTY KNIFE TO FIRMLY PRESS PLASTER AGAINST UNDER EDGES OF CRACK.

LOOK:



DO: DO JOB STEP 34.

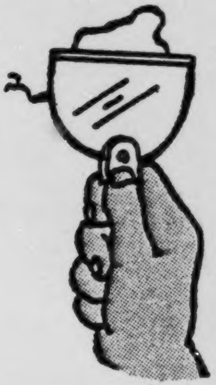
"TURN THE PAGE"

WORD GUIDE

SHELLAC - A TYPE OF LIQUID FINISH.

READ: 35. FILL UP CRACKED AREA WITH PATCHING PLASTER UNTIL DAMAGED AREA IS THE SAME AS UNDAMAGED WALL.

LOOK:

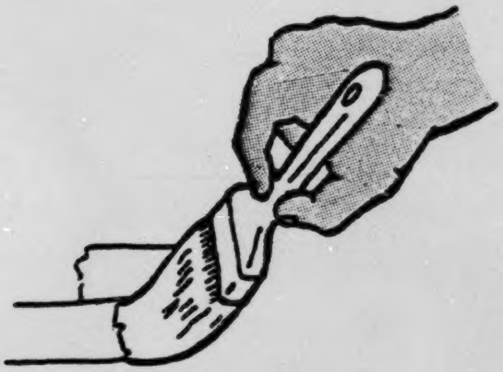


DO: DO JOB STEP 35.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 36. WHEN PLASTER IS DRY, USE A SMALL BRUSH TO PUT ON THIN COAT OF SHELLAC.

LOOK:



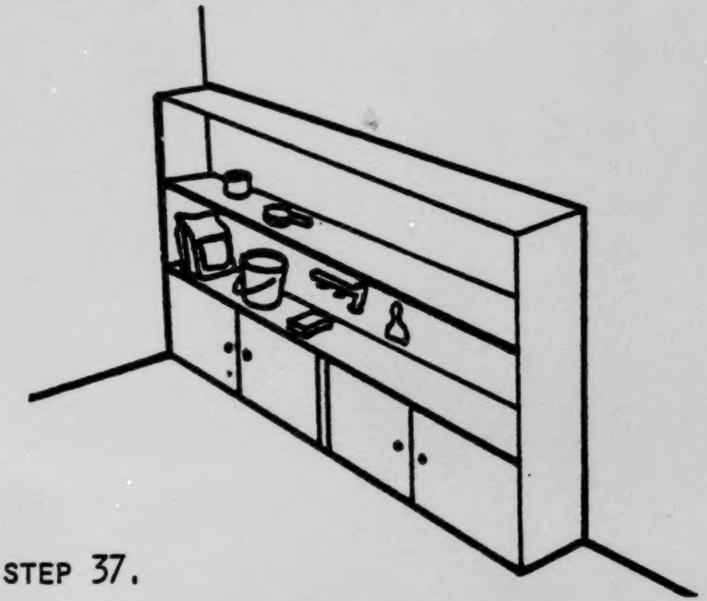
DO: DO JOB STEP 36.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

READ: 37. PUT AWAY ALL EQUIPMENT.

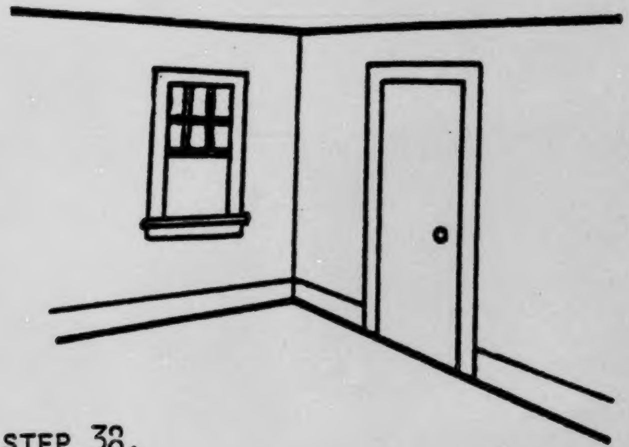
LOOK:



DO: DO JOB STEP 37.

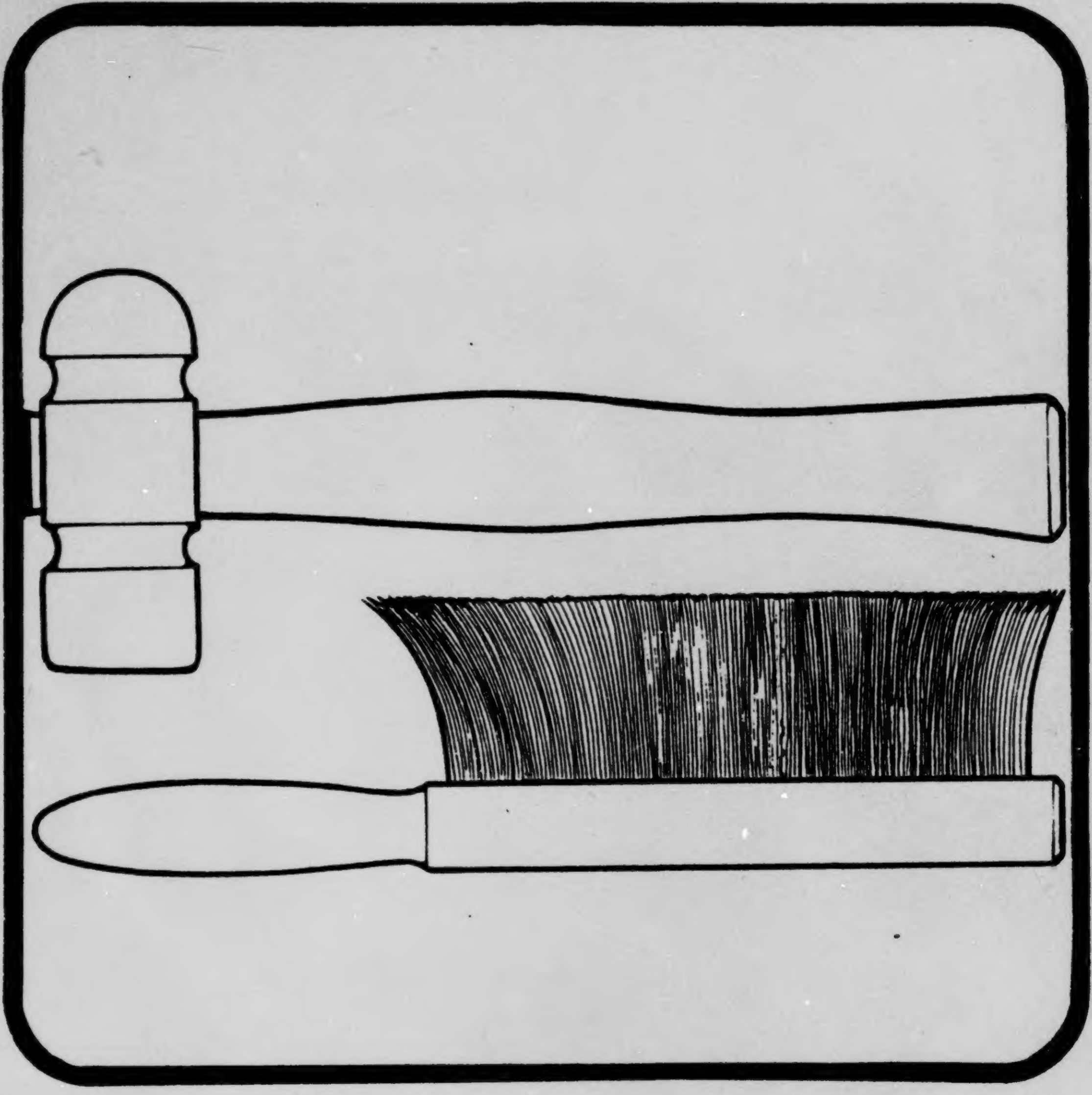
READ: 38. CLEAN UP WORK AREA.

LOOK:



DO: DO JOB STEP 38.

"TURN THE PAGE"



building maintenance & engineering

unit: GENERAL MAINTENANCE TASK

capital area career center

module: 2201 02 011 1 **date:** MAY 1977 **level:**

skill title: INTERIOR PAINTING

developed & written by: DEBORAH WHITE

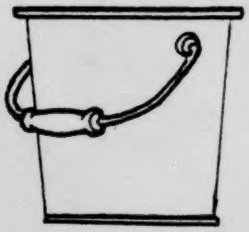
visuals by: BILL DRAPER

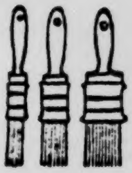
PERFORMANCE OBJECTIVE

WHAT YOU WILL LEARN:

HOW TO PAINT INDOOR SURFACES.

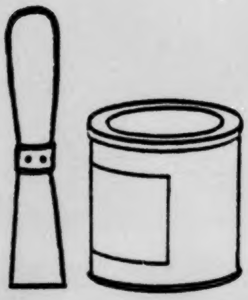
WHAT YOU WILL NEED:


PAIL


PAINT BRUSH

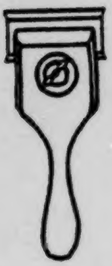
PAINT

PRIMER (IF NEEDED)

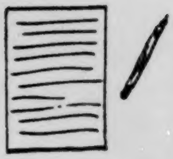

PUTTY AND PUTTY KNIFE

RAGS

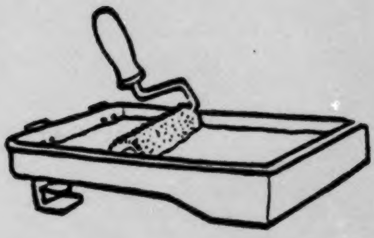
FILLER (PUTTY, PLASTER, ETC.)



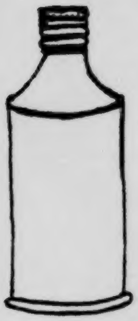
SCRAPER



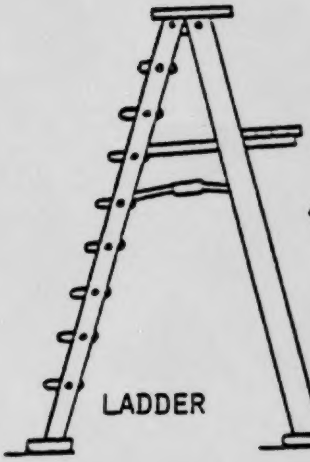
CHECKLIST AND
PENCIL



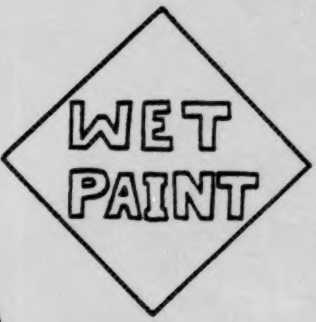
PAINT ROLLER,
PAN AND HANDLE



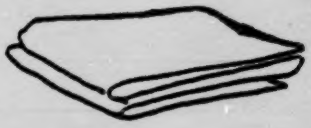
ROLLER AND
BRUSH CLEANER



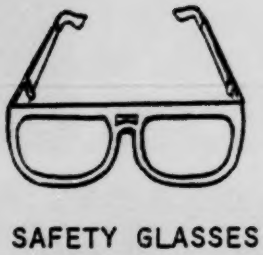
LADDER



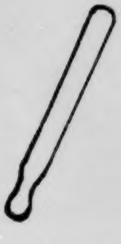
CAUTION
SIGNS



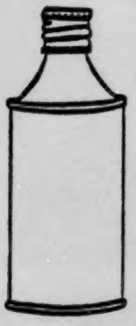
DROP
CLOTH



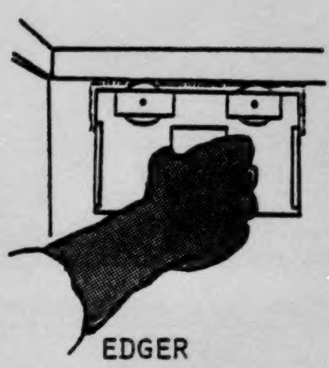
SAFETY GLASSES



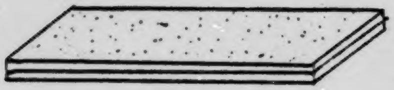
PAINT STICK



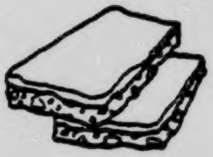
PAINT
THINNER



EDGER



SAND PAPER



SPONGE

What you must do:

1. Read the module.
2. Get your equipment.
3. Do the job steps for painting indoor surfaces.

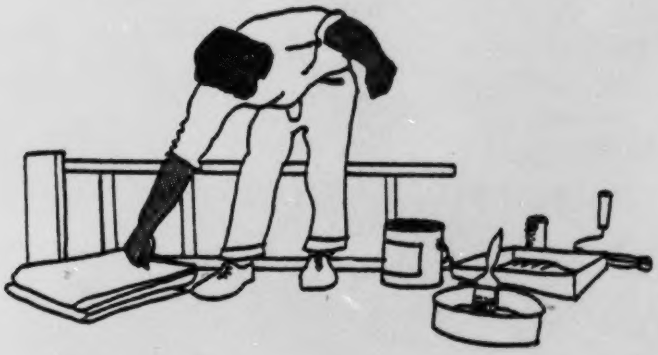
JOB STEPS

READ: 1. Ask your instructor where you will paint.

DO: Do job step 1.

READ: 2. Get all the equipment listed on page 2. Take all of the equipment to the place you will be painting.

LOOK:



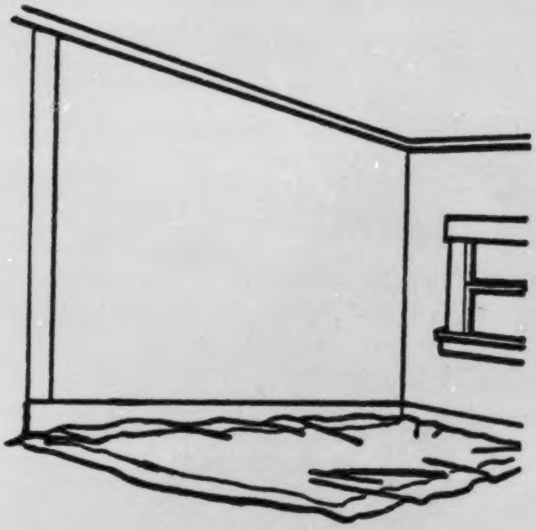
DO: Do job step 2.

CHECK: Ask your instructor to see if you have all the equipment and to help you choose the right paint.

"Turn the page"

READ: 3. LAY DROP CLOTH ON FLOOR.

LOOK:

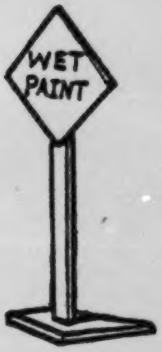


DO: DO JOB STEP 3.

CHECK: BE SURE DROP CLOTH IS TOUCHING THE WALL. ASK YOUR INSTRUCTOR TO SEE IF YOU HAVE COVERED THE FLOOR.

READ: 4. SET UP CAUTION SIGNS.

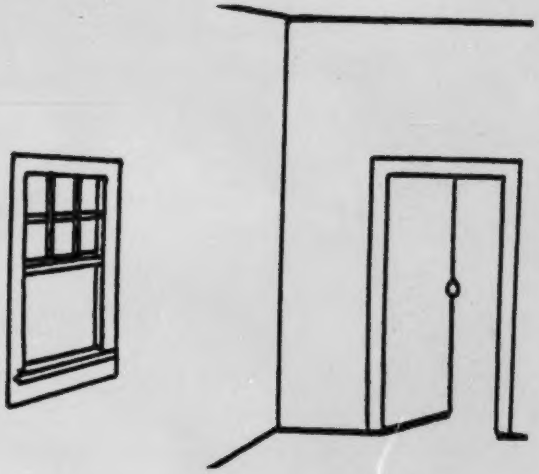
LOOK:



DO: DO JOB STEP 4.

READ: 5. OPEN A DOOR TO LET AIR INTO THE ROOM WHERE YOU WILL BE WORKING.

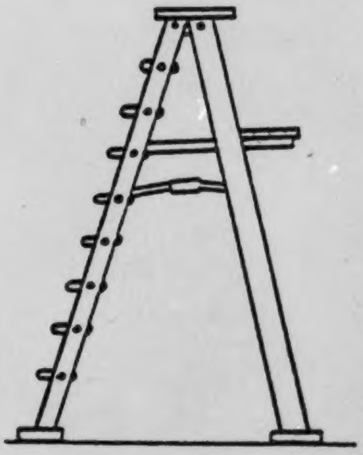
LOOK:



DO: DO JOB STEP 5.

READ: 6. SET UP YOUR LADDER. CHECK TO BE SURE IT IS STRONG.

LOOK:



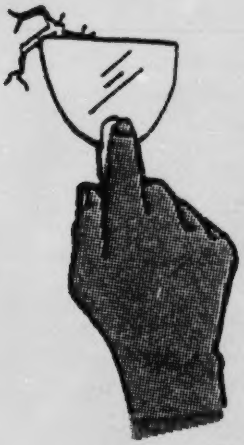
DO: DO JOB STEP 6.

CHECK: ASK YOUR INSTRUCTOR TO DOUBLE-CHECK YOUR LADDER TO BE SURE IT IS SAFE AND STRONG.

"TURN THE PAGE"

READ: 7. SCRAPE LOOSE PAINT FROM ALL CRACKED AREAS. WEAR SAFETY GLASSES.

LOOK:



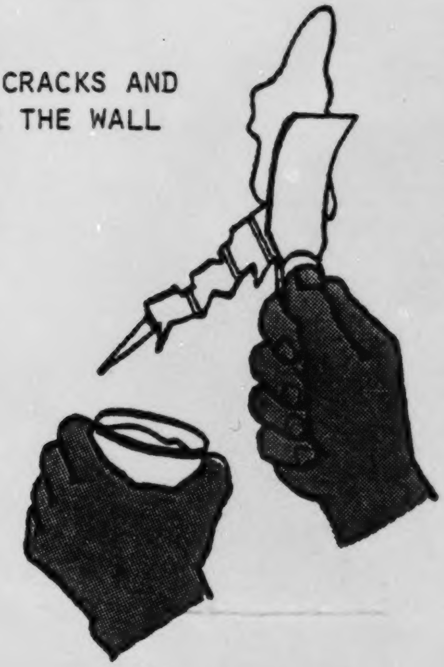
DO: DO JOB STEP 7.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOU SCRAPED OFF ALL OF THE OLD PAINT.

"TURN THE PAGE"

READ: 8. FILL UP THE CRACKS AND HOLES. MAKE THE WALL SMOOTH.

LOOK:

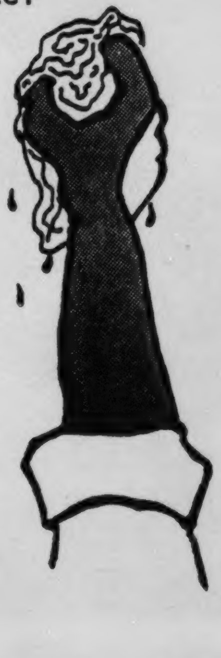


DO: Do JOB STEP 8.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOUR WALL IS SMOOTH.

READ: 9. WIPE OFF THE WALL WITH A WET RAG.

LOOK:

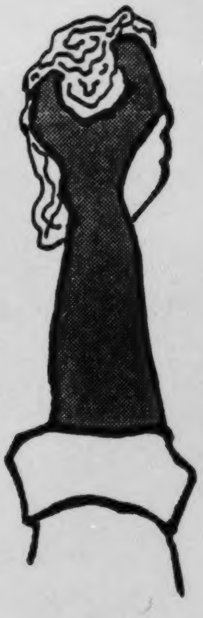


DO: Do JOB STEP 9.

"TURN THE PAGE"

READ: 10. WIPE THE WALL WITH A DRY RAG.

LOOK:

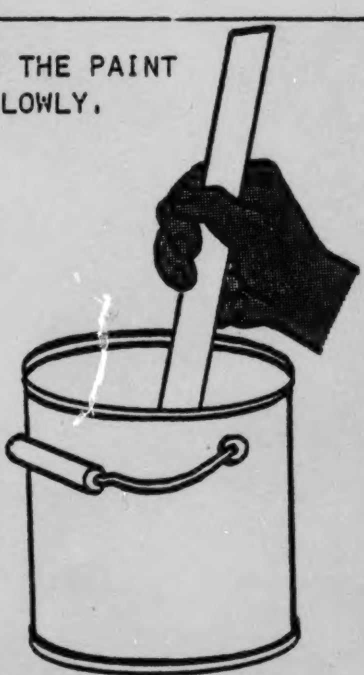


DO: DO JOB STEP 10.

CHECK: ASK YOUR INSTRUCTOR IF YOUR WALL IS READY TO BE PAINTED.

READ: 11. OPEN PAINT. MIX THE PAINT WELL! STIR IT SLOWLY.

LOOK:



DO: DO JOB STEP 11.

CHECK: WORK ON THE DROP CLOTH. NO PAINT SHOULD GET ON THE FLOOR.

"TURN THE PAGE"

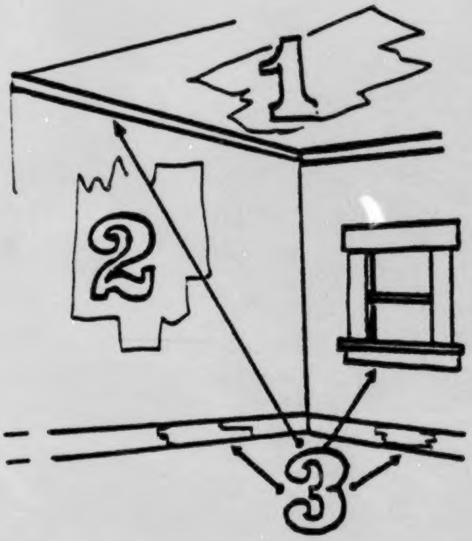
WORD GUIDE

Fire-retardant paints - Paints that slow down burning of wood.

READ: 12. The order for painting a room is:

1. Paint the ceiling first.
2. Paint the walls second.
3. Paint the trim third.

LOOK:



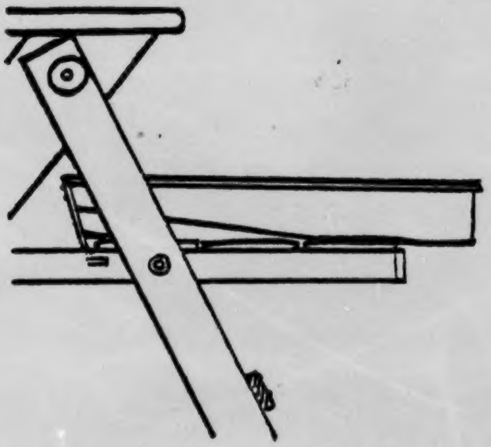
DO: Know step 12.

CHECK: Tell your instructor the order for painting a room. Fire-retardant paint must be used in public buildings like schools.

READ: 13. Roller Painting:

A. Fasten roller pan to ladder shelf.

LOOK:



DO: Do job step 13a.

CHECK: Ask your instructor to check the roller pan on the ladder.

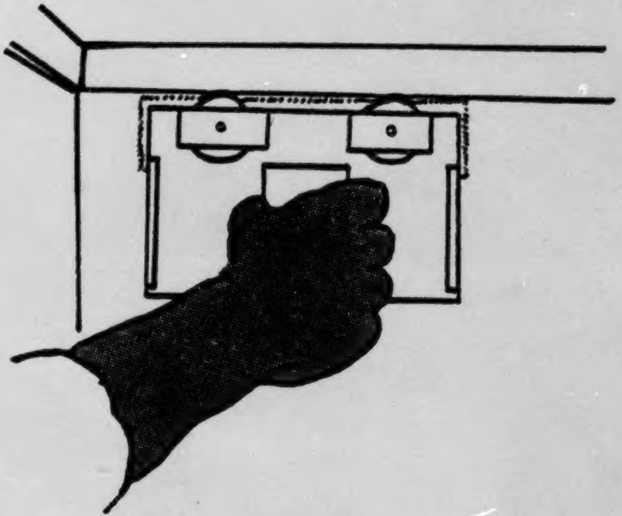
"Turn the page"

WORD GUIDE

LENGTH-WISE - In the direction of the length.

READ: 13b. Use a brush or a paint edger to paint corners. Also paint along doors and windows where the roller will not fit.

LOOK:

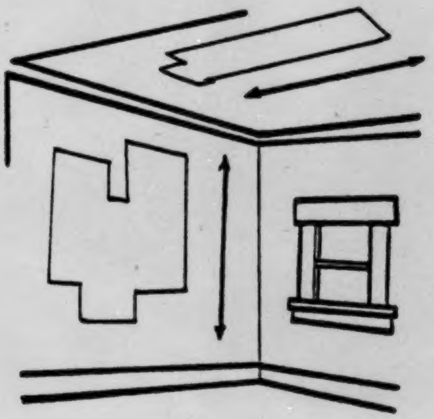


DO: Do job step 13b.

CHECK: Ask your instructor if you have painted all of the places where the roller will not fit.

READ: 13c. Roll length-wise on the ceiling.

LOOK:

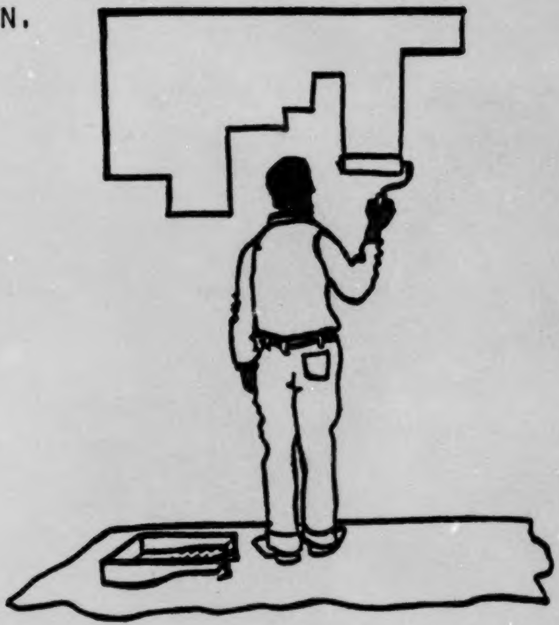


DO: Do job step 13c.

CHECK: Show your instructor how to paint the ceiling. Finish the ceiling.

READ: 13D. START YOUR ROLLER AT THE TOP OF THE WALL. ROLL UP AND DOWN. WORK ACROSS AND THEN WORK DOWN.

LOOK:



DO: DO JOB STEP 13D.

CHECK: SHOW YOUR INSTRUCTOR HOW TO PAINT THE WALL. FINISH THE WALL.

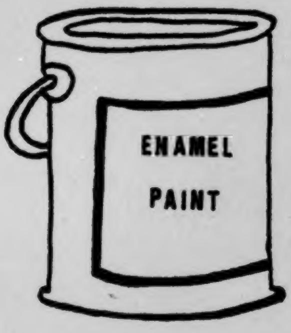
WORD GUIDE

LATEX PAINT - PAINT THAT CAN BE CLEANED UP WITH WATER.

ENAMEL PAINT - PAINT MADE WITH OIL AND MUST BE CLEANED UP WITH THINNER.

READ: 13E. LOOK AT YOUR PAINT CAN. CHECK IF YOU HAVE A LATEX OR ENAMEL PAINT. LATEX IS CLEANED UP WITH WARM WATER. ENAMEL OR OIL-BASE PAINT MUST BE CLEANED WITH THINNER.

LOOK:



DO: DO JOB STEP 13E.

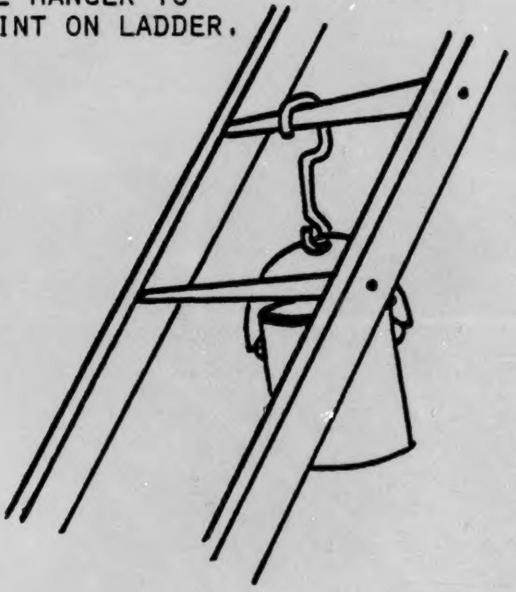
CHECK: TELL YOUR INSTRUCTOR WHAT KIND OF PAINT YOU USED AND HOW YOU WILL CLEAN UP. ASK YOUR INSTRUCTOR TO LOOK AT YOUR CAN OF PAINT TO BE SURE YOU CLEAN UP RIGHT.

"TURN THE PAGE"

READ: 14. Painting with a brush:

A. Use wire hanger to hang paint on ladder.

LOOK:

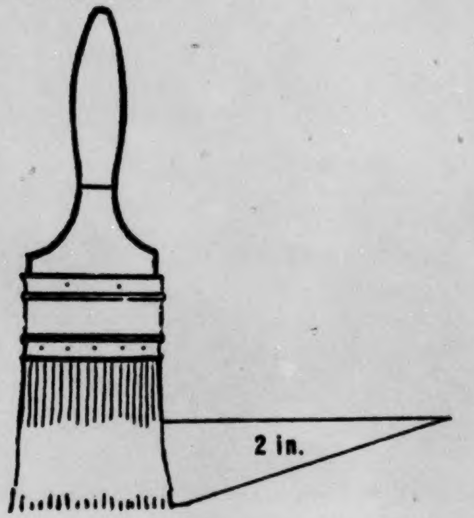


DO: Do job step 14a.

CHECK: Ask your instructor to see that the paint is on the ladder.

READ: 14b. Dip your brush 2 inches into the paint can.

LOOK:

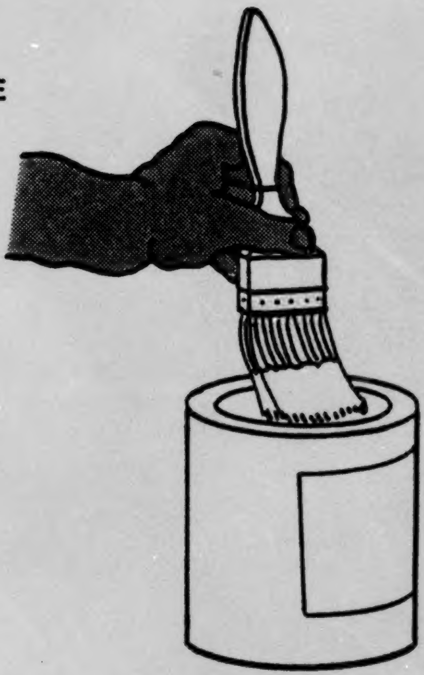


DO: Do job step 14b.

"Turn the page"

READ: 14c. Press brush against the rim of can as you take it out. This saves paint.

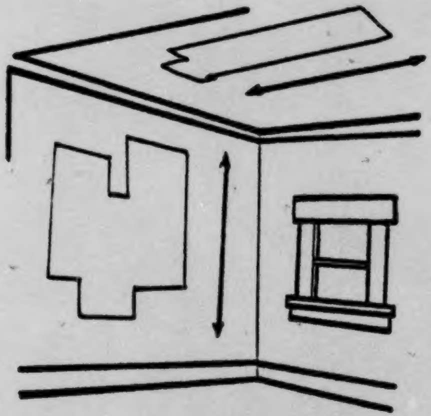
LOOK:



DO: Do job step 14c.

READ: 14d. Brush back-and-forth on the ceiling. Brush up-and-down on the walls.

LOOK:



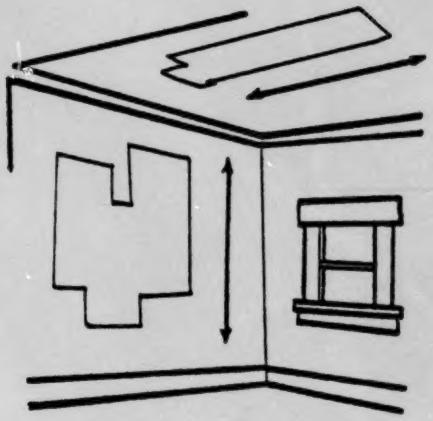
DO: Do job step 14d.

CHECK: Ask your instructor to watch you paint. Finish the job.

"Turn the page"

READ: 15. REPEAT JOB STEPS 14B, C, AND D. SPREAD THE PAINT.

LOOK:

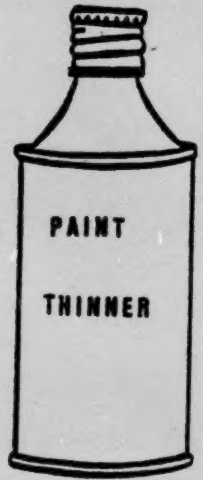


DO: DO JOB STEP 15.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOUR HAVE FINISHED PAINTING. FINISH IF YOU NEED TO DO MORE WORK.

READ: 16. CLEAN UP. USE WARM WATER IF YOU HAVE LATEX PAINT. USE THINNER, IF YOU HAVE ENAMEL OR OIL-BASE PAINT.

LOOK:



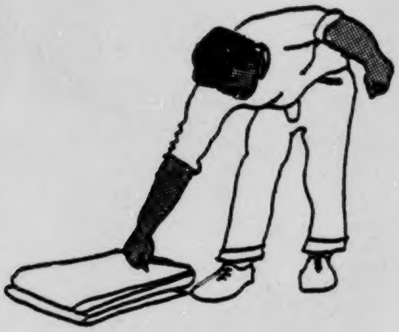
DO: DO JOB STEP 16.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR PAINT TO SEE IF YOU HAVE LATEX OR ENAMEL.

"TURN THE PAGE"

READ: 17. Fold drop cloth.

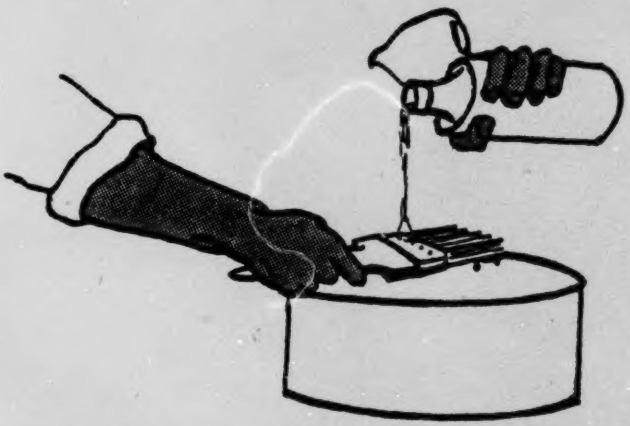
LOOK:



DO: Do job step 17.

READ: 18. Clean all equipment.

LOOK:



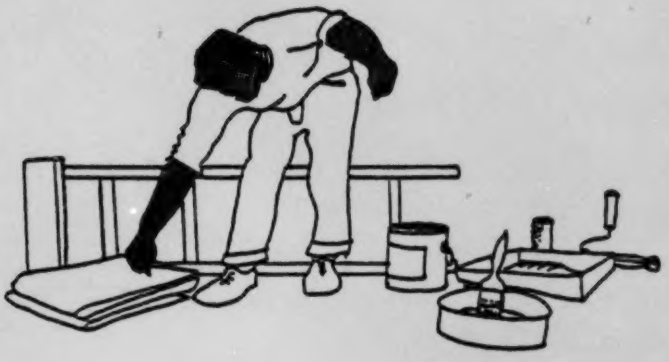
DO: Do job step 18.

CHECK: Ask your instructor to look at your equipment to see that it is clean.

"Turn the page"

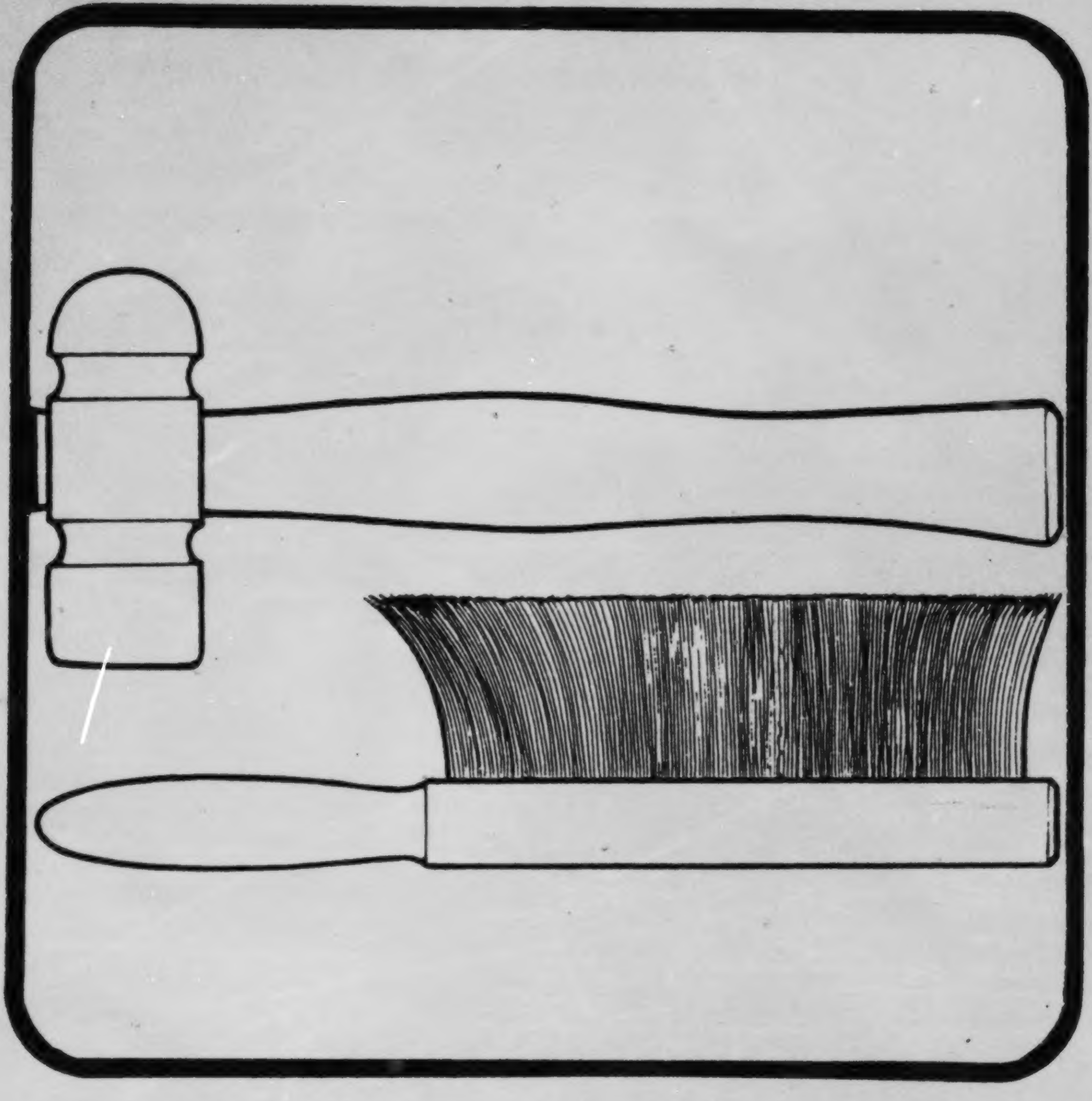
READ: 19. PUT ALL OF YOUR EQUIPMENT AWAY.

LOOK:



DO: DO JOB STEP 19.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR PAINTING AND TO SEE THAT YOU HAVE PUT EVERYTHING AWAY.



building maintenance & engineering

unit: PAINTING

capital area career center

module: 2201 02 012 1 date: FEBRUARY 1977 level:

skill title: EXTERIOR PAINTING

developed & written by: DWIGHT SMITH

visuals by: BILL DRAPER

WORD GUIDE

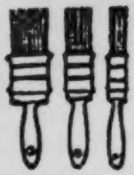
PRIMER - IT'S LIKE PAINT, AND COVERS THE SURFACE. IT GOES ON BEFORE THE PAINT.

PERFORMANCE OBJECTIVE

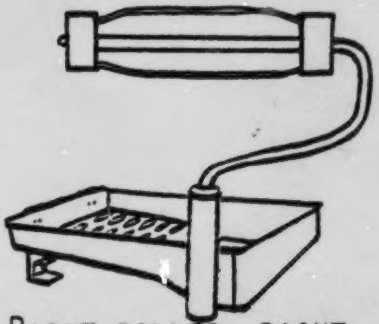
WHAT YOU WILL LEARN:

HOW TO PAINT OUTSIDE SURFACES.

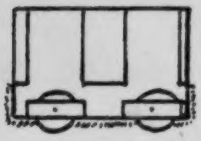
WHAT YOU WILL NEED:



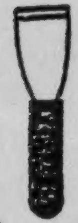
PAINT BRUSHES: 2", 3", & 4"



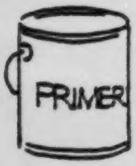
PAINT ROLLER, PAINT PAN AND HANDLE



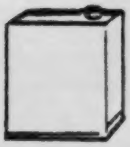
PAINT EDGER



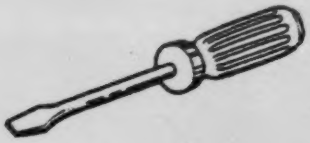
SCRAPER



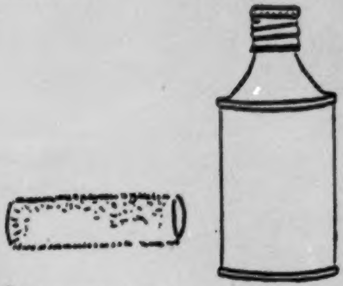
PRIMER (IF NEEDED)



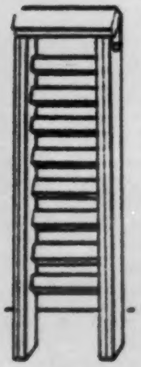
THINNER



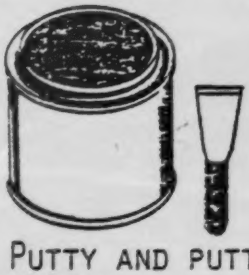
SCREWDRIVER



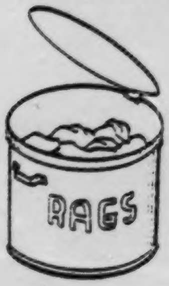
ROLLER COVER AND CLEANER



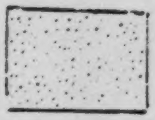
LADDER



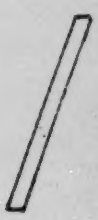
PUTTY AND PUTTY KNIFE



RAGS



SAND PAPER



PAINT STIRRER STICK

"TURN THE PAGE"

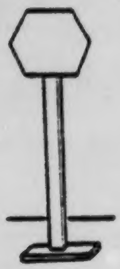
What You Will Need:

Paint container

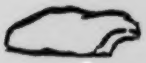
Checklist and pencil

Paint

Safety glasses



Caution signs



Drop cloth

Sponge

What You Must Do:

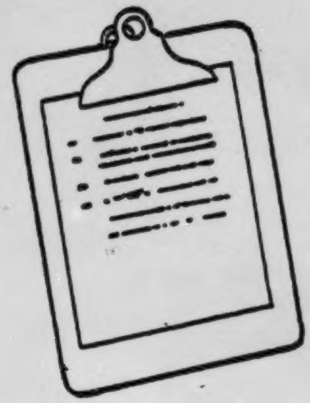
1. Read the module.
2. Gather the materials.
3. Paint an outside surface with no runs, spills, or drips in your area. You must leave no grease spots, cracks, marks or stains.

"Turn the page"

JOB STEPS

READ: 1. GET THE EQUIPMENT CHECKLIST AND EQUIPMENT.

LOOK:

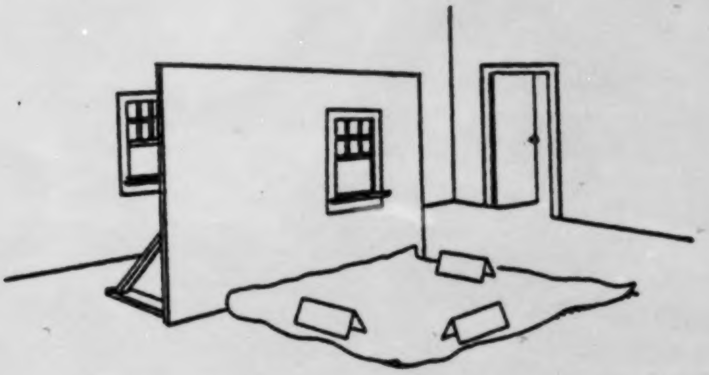


DO: DO JOB STEP 1.

CHECK: CHECK THE EQUIPMENT WITH THE CHECKLIST. WHEN YOU HAVE IT ALL, ASK YOUR INSTRUCTOR WHERE YOU ARE TO PAINT.

READ: 2. GO TO THE WORK AREA. SET UP THE CAUTION SIGNS.

LOOK:



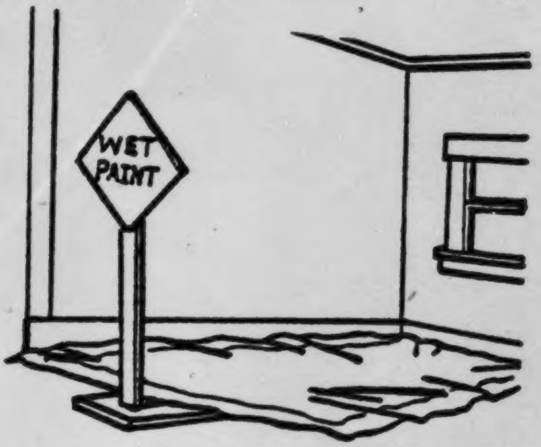
DO: DO JOB STEP 2.

"TURN THE PAGE"

JOB STEPS

READ: 3. PUT DOWN THE DROPCLOTH TO COVER YOUR WORK AREA FROM PAINT DRIPS. THEN, PUT OUT WET PAINT SIGN.

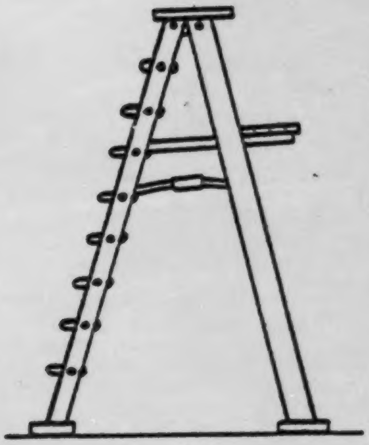
LOOK:



DO: Do JOB STEP 3.

READ: 4. SET UP THE LADDER AND CHECK ITS SAFETY.

LOOK:



DO: Do JOB STEP 4.

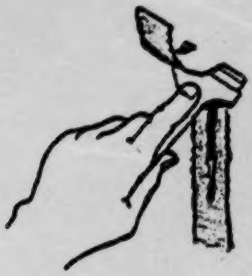
CHECK: ASK YOUR INSTRUCTOR TO HELP YOU CHECK YOUR LADDER'S SAFETY.

"TURN THE PAGE"

JOB STEPS

READ: 5. SCRAPE LOOSE PAINT FROM ALL CRACKED AREAS. WEAR SAFETY GLASSES.

LOOK:

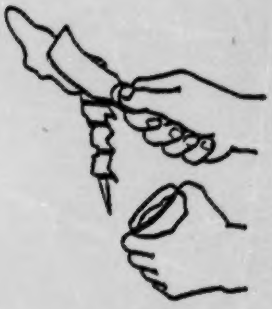


DO: Do JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOU SCRAPED ALL THE OLD PAINT OFF.

READ: 6. FILL ANY LARGE CRACKS WITH PUTTY. SMOOTH IT OUT WITH THE PUTTY KNIFE.

LOOK:



DO: Do JOB STEP 6 UNTIL ALL THE CRACKS ARE FILLED.

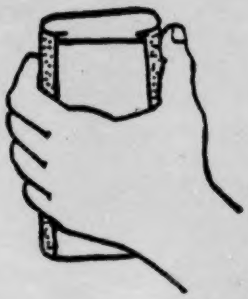
CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

JOB STEPS

READ: 7. WHEN THE PUTTY IS DRY, SAND IT.

LOOK:

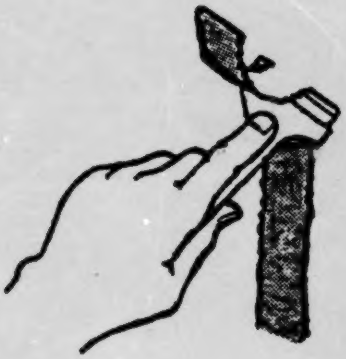


DO: DO JOB STEP 7 OVER ALL THE SPOTS YOU DID IN JOB STEP 6.

CHECK: RUB YOUR FINGER OVER THE PUTTY AREAS. THEY SHOULD BE SMOOTH. AFTER YOU SMOOTH THEM ALL OUT, ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 8. IF PAINTING ON METAL, CLEAN THE SURFACE WITH SCRAPER, STEEL WOOL OR SAND PAPER.

LOOK:



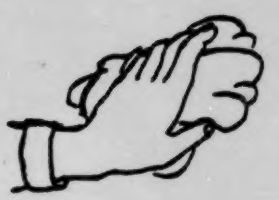
DO: DO JOB STEP 8.

"TURN THE PAGE"

JOB STEPS

READ: 9. WIPE THE SURFACE WITH A SLIGHTLY DAMP RAG. THE RAG MUST BE AS DRY AS YOU CAN SQUEEZE IT.

LOOK:

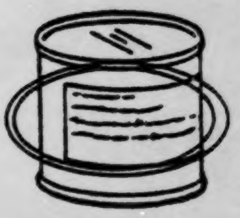


DO: Do job step 9.

CHECK: Wipe your finger along the surface to check for dust.

READ: 10. If the surface has never been painted, paint it with a primer. READ THE CAN FOR DIRECTIONS.

LOOK:



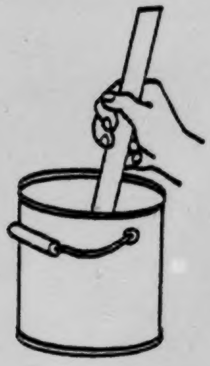
DO: If the surface has not been painted, do job step 10.

"Turn the page"

JOB STEPS

READ: 11. OPEN THE CAN OF PAINT AND STIR IT UP.

LOOK:

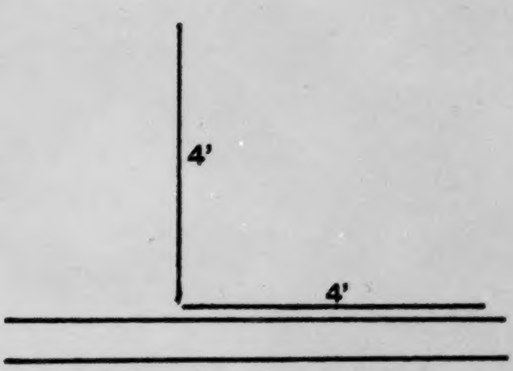


DO: DO JOB STEP 11 UNTIL THE PAINT IS ALL STIRRED UP.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR PAINT.

READ: 12. USE A ROLLER ON WALL SURFACES BIGGER THAN 4' BY 4'. DECIDE IF YOU SHOULD USE A ROLLER OR A BRUSH.

LOOK:



DO: IF YOU ARE USING A ROLLER, DO JOB STEP 12.

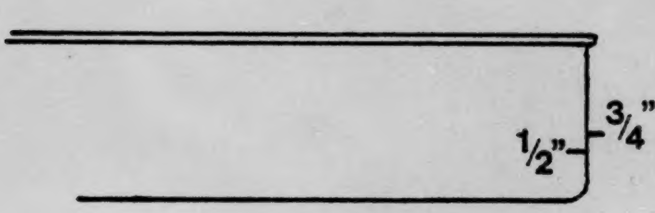
CHECK: ASK YOUR INSTRUCTOR TO HELP YOU DECIDE.

"TURN THE PAGE"

JOB STEPS

READ: 13. POUR SOME PAINT INTO THE ROLLER PAN. POUR THE PAINT ONLY 1/2" TO 3/4" DEEP.

LOOK:

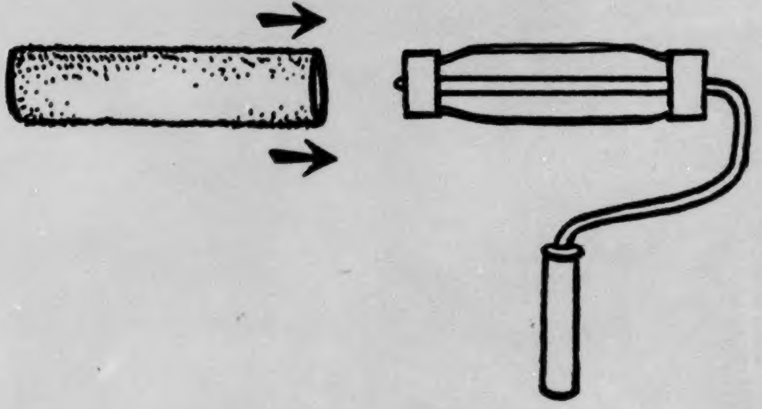


DO: DO JOB STEP 13.

CHECK: ASK YOUR INSTRUCTOR TO CHECK IF YOU POURED 1/2" TO 3/4" OF PAINT.

READ: 14. PUT THE ROLLER COVER ON THE ROLLER HANDLE.

LOOK:



DO: DO JOB STEP 14.

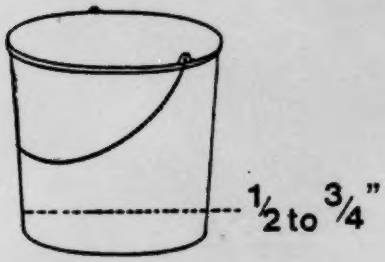
"TURN THE PAGE"

JOB STEPS

READ: 15. IF YOU ARE USING A BRUSH, POUR SOME PAINT INTO A PAINT CONTAINER.

CAUTION: TO AVOID SPILLS POUR PAINT ONLY 1/2" TO 3/4" DEEP.

LOOK:



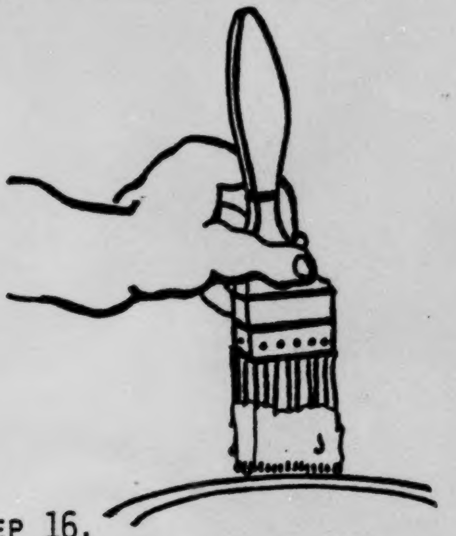
DO: DO JOB STEP 15 IF YOU ARE USING A BRUSH.

"TURN THE PAGE"

READ: 16. DIP THE BRUSH OR ROLLER INTO THE PAINT ABOUT 1 OR 2 INCHES.

CAUTION: DO NOT DIP THE HANDLE INTO THE PAINT.

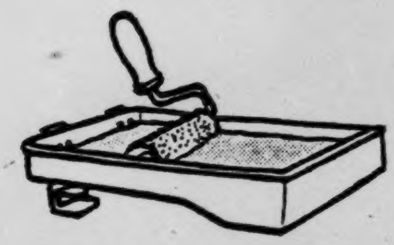
LOOK:



DO: DO JOB STEP 16.

READ: 17. ROLL THE ROLLER UP AND DOWN THE SLANTED PART OF THE PAINT PAN UNTIL IT IS EVENLY COVERED WITH PAINT.

LOOK:



DO: DO JOB STEP 16 OR 17 EACH TIME YOUR BRUSH OR ROLLER RUNS OUT OF PAINT.

"TURN THE PAGE"

WORD GUIDE

FEATHER - Blend in, so no brush marks show.

JOB STEPS

READ: 18. Put the paint on the surface.

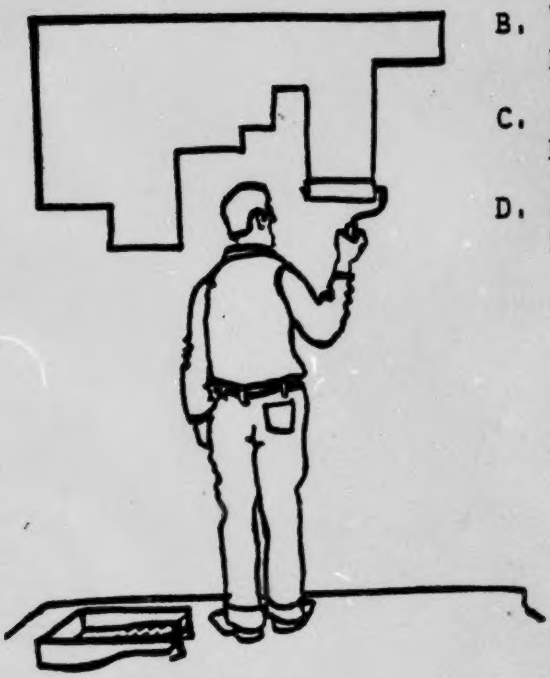
A. Use a stroke that is easy for you.

B. You can paint up and down or side to side.

C. Go slowly and avoid drips.

D. Feather the edges of each stroke.

LOOK:



DO: Do job step 18 over the whole surface.

CHECK: Ask your instructor to look over the area you painted. Your instructor will check for an even coat of paint, with no drips, missed spots or stains showing.

"Turn the page"

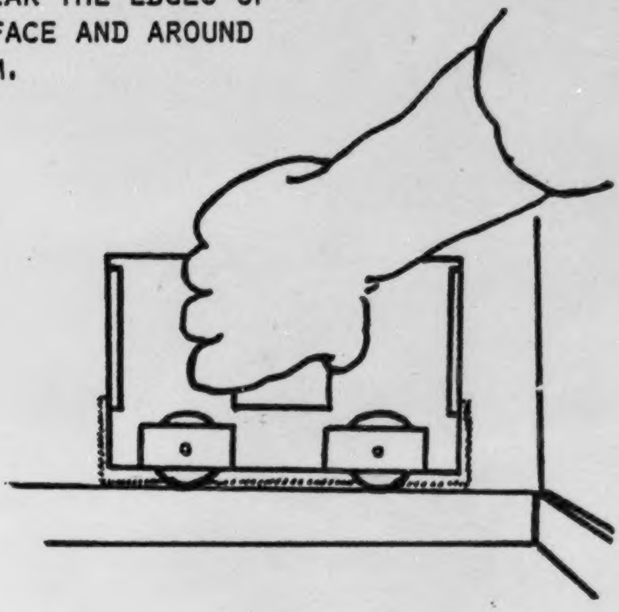
WORD GUIDE

PAINT EDGER - KEEPS THE PAINT OFF WHERE IT DOESN'T BELONG.

JOB STEPS

READ: 19. USE THE PAINT EDGER TO PAINT NEAR THE EDGES OF THE SURFACE AND AROUND THE TRIM.

LOOK:



DO: DO JOB STEP 19 EVERY PLACE WHERE YOU NEED TO PAINT A STRAIGHT EDGE.

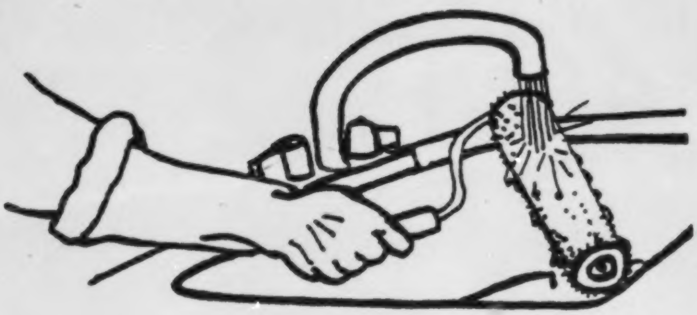
CHECK: IF YOU AREN'T SURE WHERE TO USE THE EDGER, ASK YOUR INSTRUCTOR.

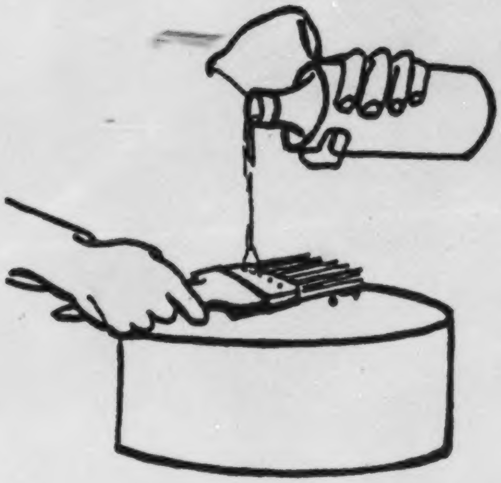
"TURN THE PAGE"

JOB STEPS

READ: 20. CLEAN UP ALL EQUIPMENT YOU USED. IF YOU USED OIL-BASE PAINT, CLEAN UP WITH PAINT THINNER. IF YOU USED LATEX PAINT, CLEAN UP WITH WATER.

LOOK:

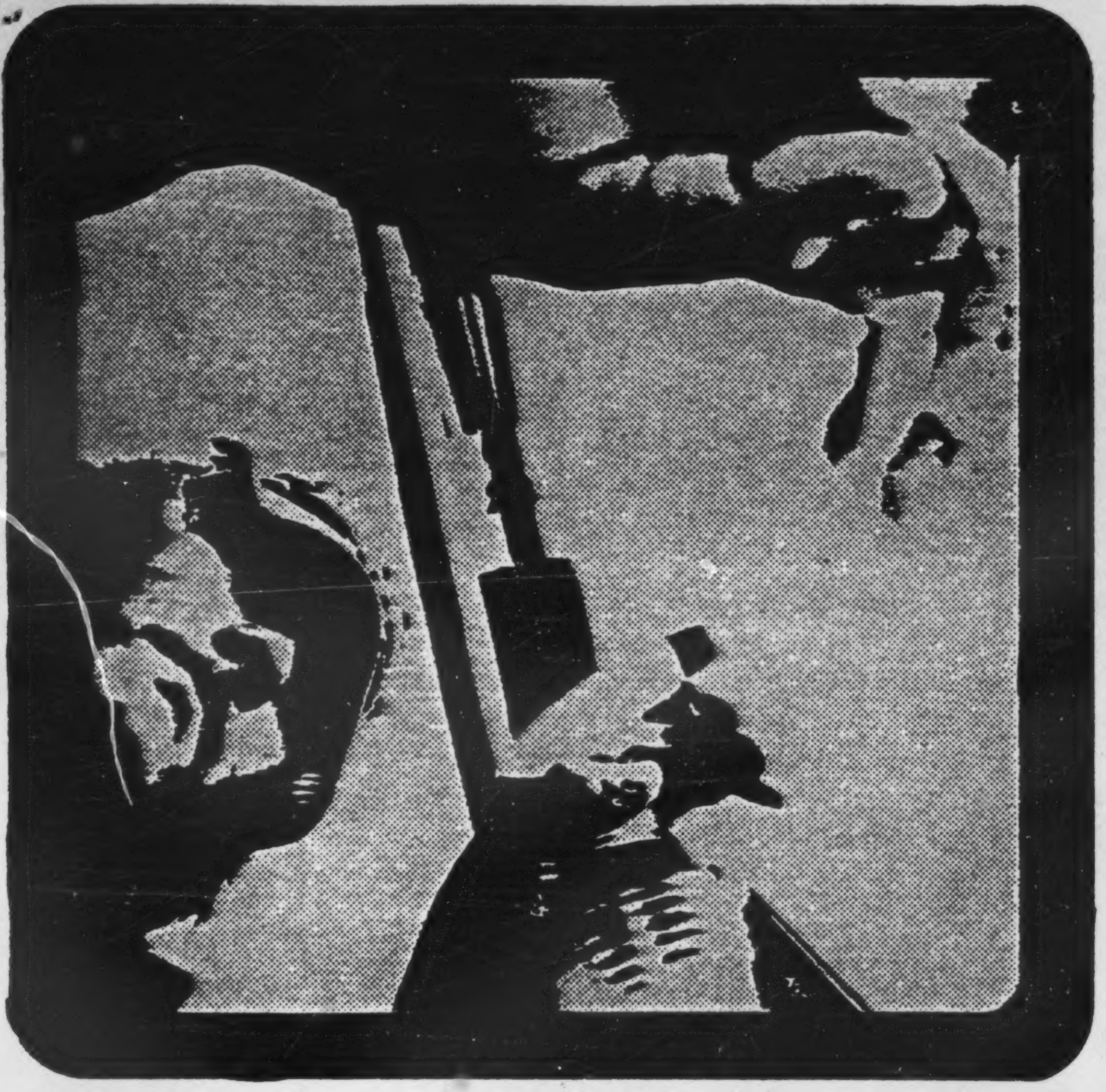




DO: DO JOB STEP 20.

READ: 21. RETURN ALL EQUIPMENT TO THE STORAGE AREA.
DO: DO JOB STEP 21.

READ: 22. GOOD WORK. YOU HAVE JUST PAINTED A SURFACE.



building maintenance & engineering

unit: PLUMBING REPAIR

capital area career center

module: 2201 02 014 1 date: 5/77 level:

skill title: CLEARING CLOGGED DRAINS AND TRAPS

developed & written by: DEBORAH J. WHITE

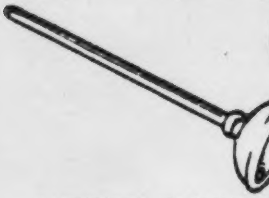
visuals by: DAVE WEHRWEIN

PERFORMANCE OBJECTIVE

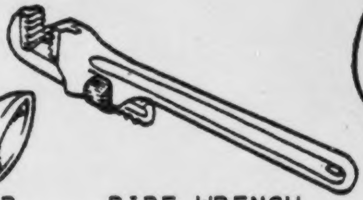
WHAT YOU WILL LEARN:

HOW TO CLEAN CLOGGED TRAP AND DRAIN LINES.

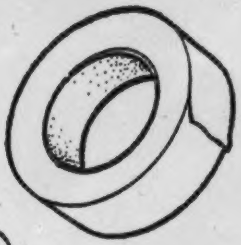
WHAT YOU WILL NEED:



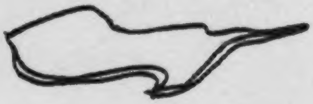
RUBBER PLUNGER



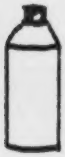
PIPE WRENCH



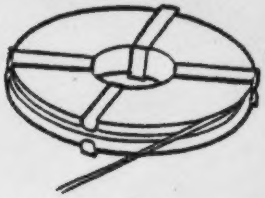
SEWER TAPE



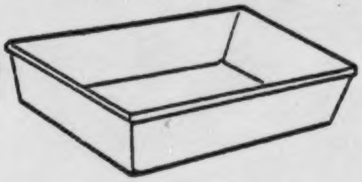
DROP CLOTH



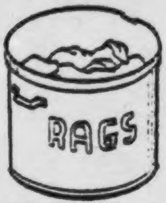
DRAIN CLEANER



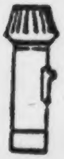
PLUMBER'S SNAKE



DRIP PAN



CLEAN RAGS



FLASHLIGHT

WHAT YOU MUST DO:

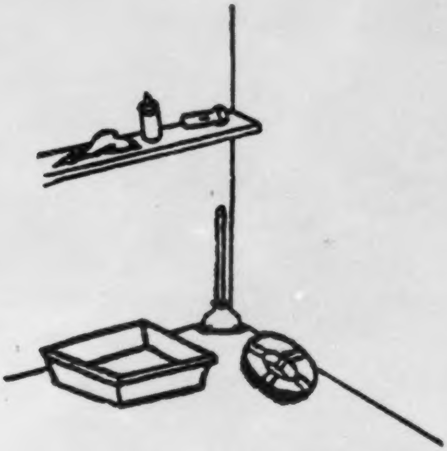
1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. DO THE JOB STEPS FOR CLEANING CLOGGED DRAINS AND TRAPS.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET ALL THE EQUIPMENT LISTED ON PAGE 2.

LOOK:

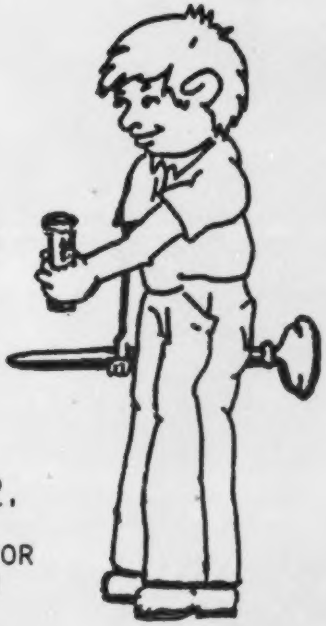


DO: DO JOB STEP 1.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOU HAVE ALL THE EQUIPMENT IN THE PICTURE.

READ: 2. TAKE THE EQUIPMENT TO THE WORK AREA.

LOOK:



DO: DO JOB STEP 2.

CHECK: YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

"TURN THE PAGE"

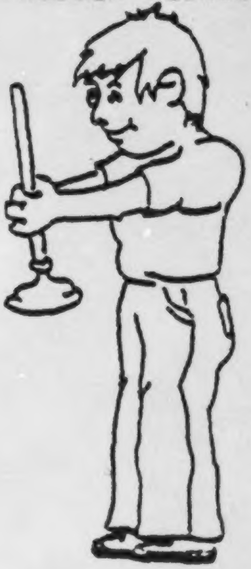
WORD GUIDE

RUBBER PLUNGER - A TOOL WITH A LONG WOODEN HANDLE AND A RUBBER CUP; USED TO UNCLOG DRAINS.

OVERFLOW DRAIN - A HOLE NEAR THE TOP OF THE SINK; IT STOPS WATER FROM GOING ON THE FLOOR.

READ: 3. WATER RUNS SLOWLY IN A CLOGGED DRAIN. USE A RUBBER PLUNGER.

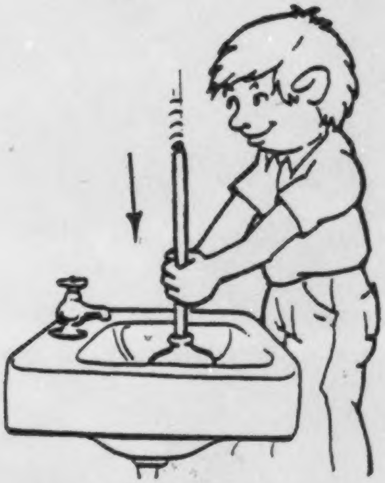
LOOK:



DO: DO JOB STEP 3.

READ: 4. PUT THE RUBBER PLUNGER OVER THE SINK DRAIN. PUSH DOWN. COVER THE OVERFLOW DRAIN WITH ONE HAND.

LOOK:

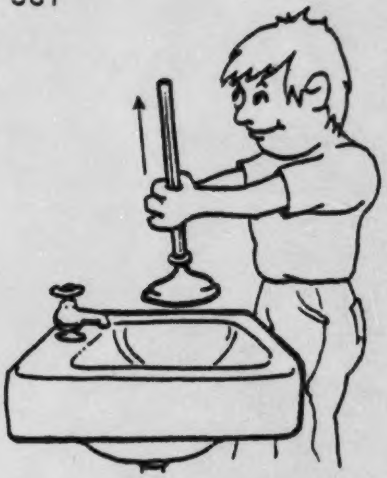


DO: DO JOB STEP 4.

CHECK: THE CLOG WILL GO DOWN THE DRAIN. "TURN THE PAGE"

READ: 5. PULL THE PLUNGER OUT SLOWLY.

LOOK:



DO: DO JOB STEP 5.

CHECK: DO NOT SPLASH WATER. BE SURE YOU KEEP THE OVERFLOW DRAIN COVERED WITH A RAG OR WITH YOUR HAND.

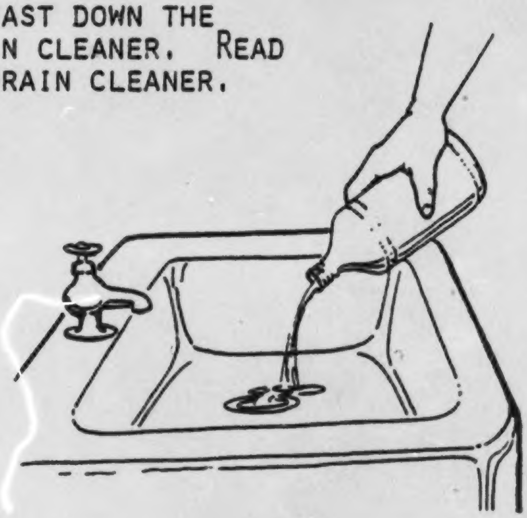
READ: 6. REPEAT STEPS 4 AND 5. DO THESE 5 TIMES.

DO: DO JOB STEP 6.

CHECK: RUN WATER INTO THE DRAIN. DOES IT RUN SLOWLY OR FAST?

READ: 7. IF WATER RUNS FAST DOWN THE DRAIN, ADD DRAIN CLEANER. READ DIRECTIONS ON DRAIN CLEANER.

LOOK:



DO: DO JOB STEP 7.

CHECK: ASK YOUR INSTRUCTOR TO READ THE DIRECTIONS ON THE DRAIN CLEANER WITH YOU AND TO CHECK THE DRAIN. HE/SHE SHOULD WATCH YOU ADD THE DRAIN CLEANER. IF THE DRAIN DOES NOT RUN FAST, GO ONTO JOB STEP 8.

"TURN THE PAGE"

WORD GUIDE

DROP CLOTH - A CLOTH WITH A WATERPROOF COATING.

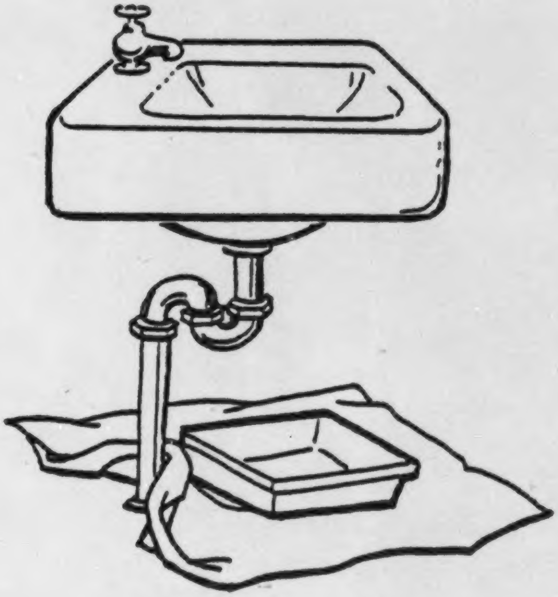
READ: 8. IF WATER STILL DOES NOT RUN FAST DOWN THE DRAIN, REPEAT JOB STEP 6.

DO: DO JOB STEP 8.

CHECK: IF THE WATER RUNS FAST NOW, DO JOB STEP 7 AGAIN. IF THE WATER DOES NOT RUN FAST, GO ONTO JOB STEP 9.

READ: 9. PUT A DROP CLOTH UNDER THE DRAIN ON THE FLOOR.

LOOK:



DO: DO JOB STEP 9.

"TURN THE PAGE"

WORD GUIDE

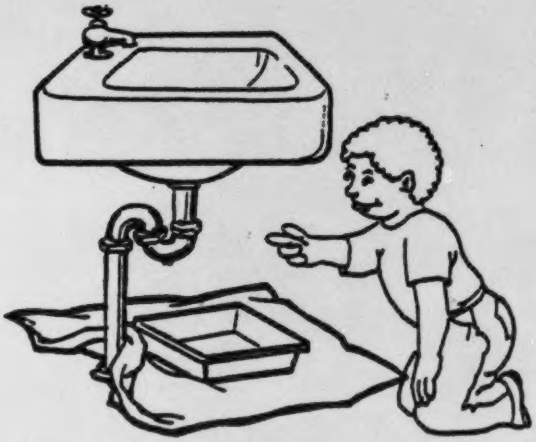
DRAIN TRAP - AN "N"-SHAPED LOOP IN THE DRAIN PIPE TO CATCH THINGS THAT FALL INTO THE SINK DRAIN.

DRIP PAN - A PAN, PAIL, OR CAN USED TO CATCH WATER.

PIPE WRENCH - A WRENCH USED FOR PIPES.

READ: 10. THE DRAIN TRAP IS THE "N"-SHAPED LOOP IN THE DRAIN PIPE. PUT THE DRIP PAN UNDER THE TRAP.

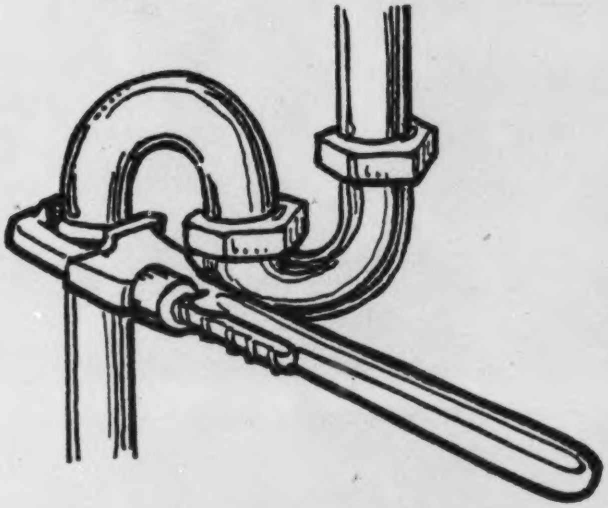
LOOK:



DO: DO JOB STEP 10.

READ: 11. LOOSEN THE THREE PIPE NUTS WITH THE PIPE WRENCH. BE CAREFUL.

LOOK:

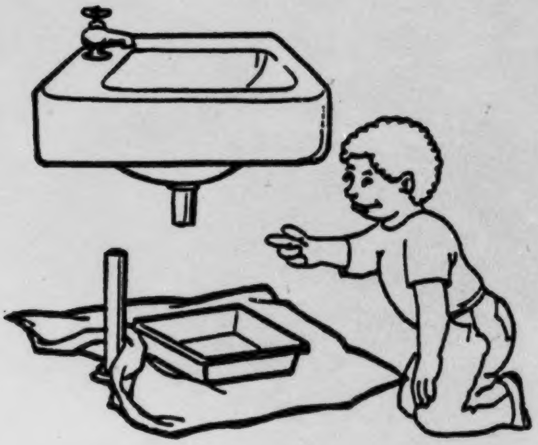


DO: DO JOB STEP 11.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU. "TURN THE PAGE"

READ: 12. TAKE THE DRAIN TRAP OFF THE PIPES.

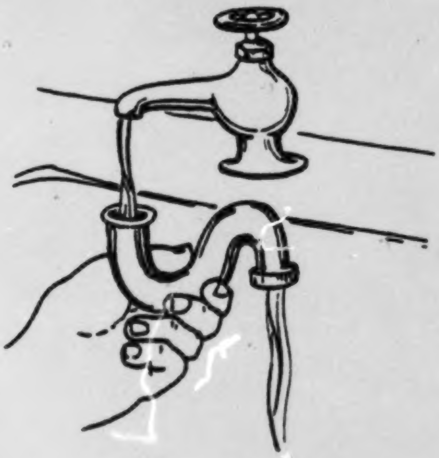
LOOK:



DO: DO JOB STEP 12.

READ: 13. TO TEST FOR CLOGS, RUN WATER IN THE TRAP.

LOOK:



DO: DO JOB STEP 13.

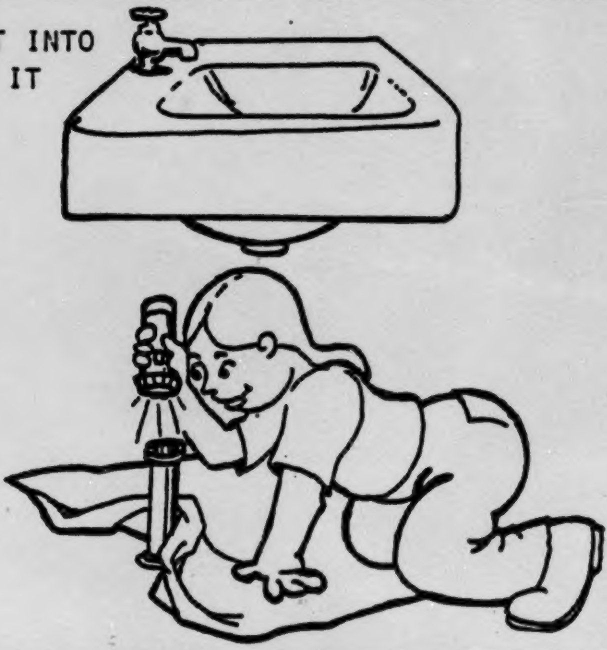
"TURN THE PAGE"

WORD GUIDE

PLUMBER'S SNAKE - STEEL COIL USED TO CLEAN DRAINS.

READ: 14. SHINE FLASHLIGHT INTO THE TRAP. WIPE IT CLEAN.

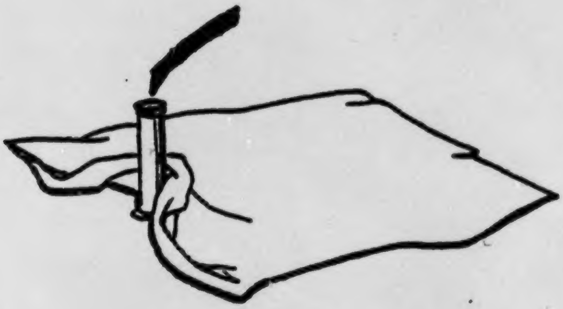
LOOK:



DO: Do JOB STEP 14.

READ: 15. USING YOUR PLUMBER'S SNAKE, PUT THE POINTED END INTO THE PIPE ON THE FLOOR.

LOOK:



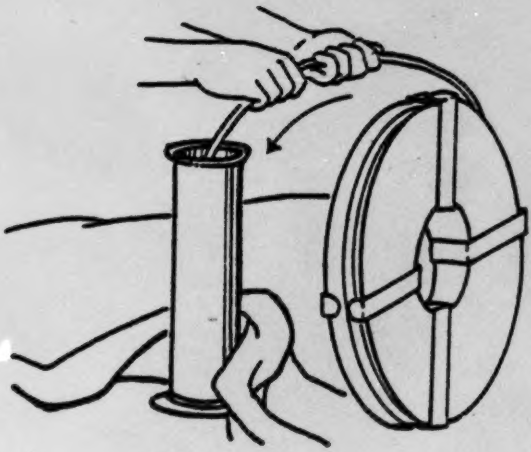
DO: Do JOB STEP 15.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU.

"TURN THE PAGE"

READ: 16. PUSH AND PULL THE SNAKE. PUSH IT DOWN TO THE MAIN DRAIN.

LOOK:

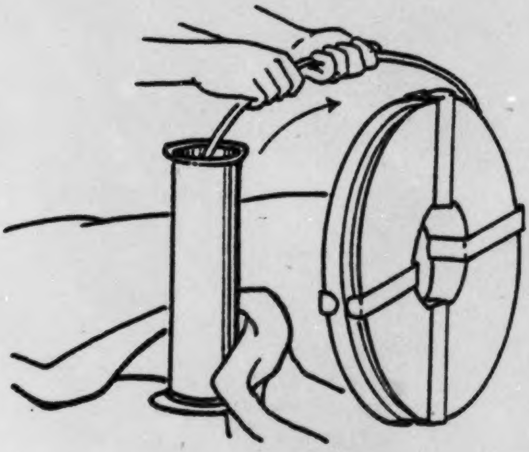


DO: Do JOB STEP 16.

CHECK: YOUR INSTRUCTOR SHOULD BE WATCHING YOU.

READ: 17. WHEN THE SNAKE GOES IN EASILY, WORK IT OUT, PUSH AND PULL.

LOOK:

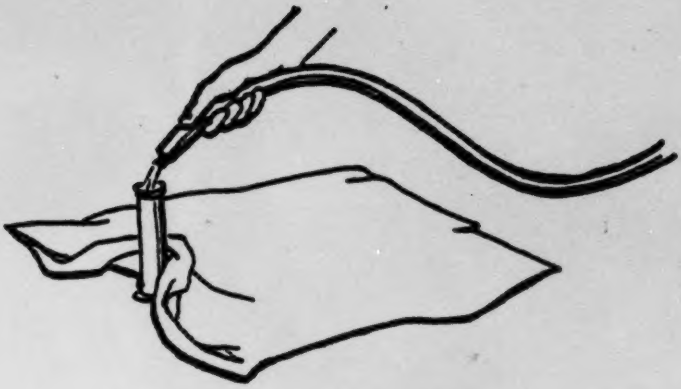


DO: Do JOB STEP 17.

"TURN THE PAGE"

READ: 18. USING A WATER HOSE (IF YOU HAVE ONE), RUN WATER INTO THE FLOOR PIPE.

LOOK:

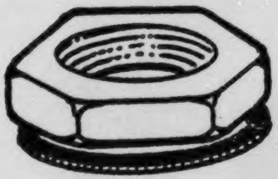


DO: Do JOB STEP 18.

CHECK: TELL YOUR INSTRUCTOR WHAT YOU ARE DOING.

READ: 19. LOOK AT THE RUBBER GASKETS UNDER THE 3 DRAIN NUTS. CHANGE THEM, IF YOU NEED TO.

LOOK:



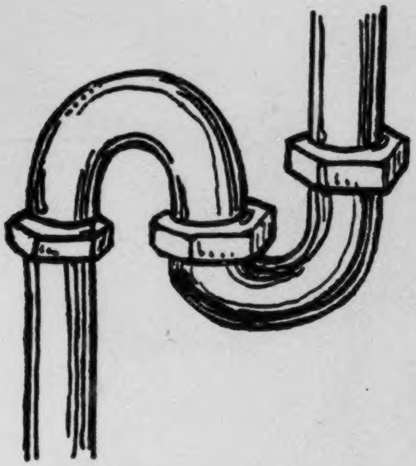
DO: Do JOB STEP 19.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU.

"TURN THE PAGE"

READ: 20. PUT THE TRAP BACK INTO THE DRAIN LINE.

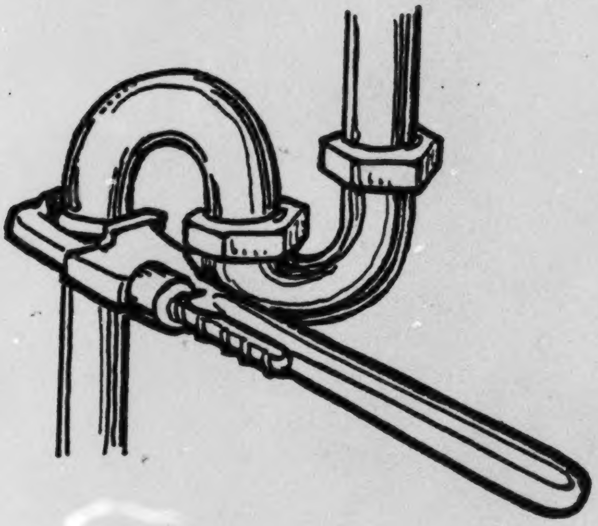
LOOK:



DO: DO JOB STEP 20.

READ: 21. TIGHTEN THE NUTS WITH THE PIPE WRENCH.

LOOK:



DO: DO JOB STEP 21.

CHECK: RUN WATER INTO THE SINK PIPES. LOOK FOR LEAKS. STOP ANY LEAKS. ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

"TURN THE PAGE"

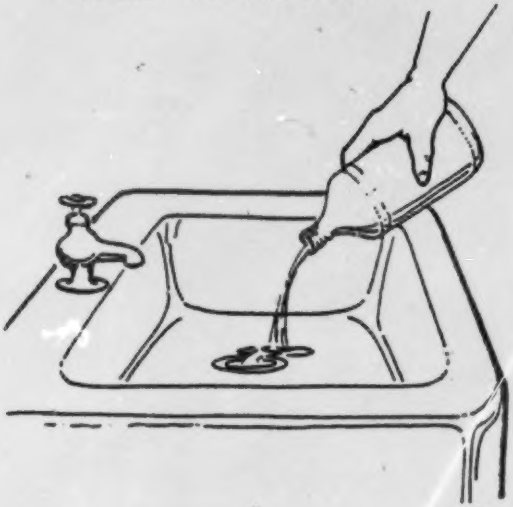
READ: 22. ASK YOUR INSTRUCTOR TO READ THE DIRECTIONS ON THE DRAIN CLEANER WITH YOU.

DO: DO JOB STEP 22.

CHECK: TELL YOUR INSTRUCTOR HOW YOU WILL PUT THE DRAIN CLEANER INTO THE DRAIN.

READ: 23. PUT DRAIN CLEANER INTO DRAIN. FOLLOW INSTRUCTIONS.

LOOK:

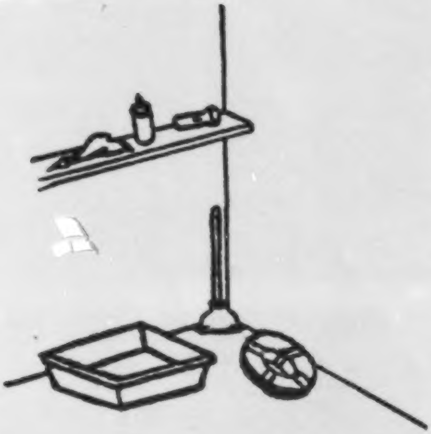


DO: DO JOB STEP 23.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU. IF THIS DOES NOT MAKE THE WATER IN THE DRAIN RUN FAST, CALL A PLUMBER. TELL YOUR INSTRUCTOR HOW YOU WILL CLEAR CLOGS FROM DRAINS.

READ: 24. PUT AWAY ALL YOUR EQUIPMENT.

LOOK:



DO: DO JOB STEP 24.

building maintenance & engineering

unit: BUILDING MAINTENANCE-LAMP REPLACEMENT

capital area career center

module: 2201 02 015 1 date: 5/77 level:

skill title: FIRE EQUIPMENT - EXTINGUISHERS

developed & written by: DEBORAH J. WHITE

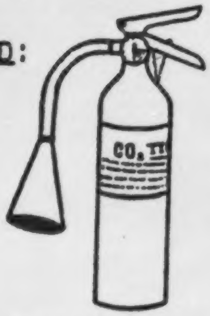
visuals by:

PERFORMANCE OBJECTIVE

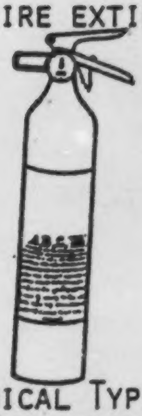
What you will learn:

How to check and use different kinds of fire extinguishers.

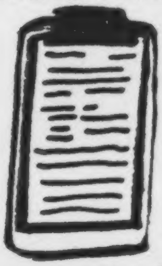
What you will need:



CO_2 Type II Fire Extinguisher



Dry chemical Type III Fire Extinguisher



Monthly Checklist and Pencil

Fire Classes & Extinguisher Test

What you must do:

1. Read the module.
2. Learn the 3 classes of fires.
3. Do the job steps for checking and using fire extinguishers.
4. Answer the questions.
5. Show your instructor how to use fire extinguishers.

"Turn the page"

JOB STEPS

READ: 1. LEARN THE 3 CLASSES OF FIRES. FIREMEN MADE THIS CODE.

CLASS A - USE ON WOOD, PAPER, OR CARDBOARD FIRE.

CLASS B - USE ON BURNING LIQUID, OIL, GAS, OR PAINT-THINNER.

CLASS C - USE ON ELECTRICAL FIRES - WIRES, MOTORS, OR FUSE BOXES.

DO: DO JOB STEP 1.

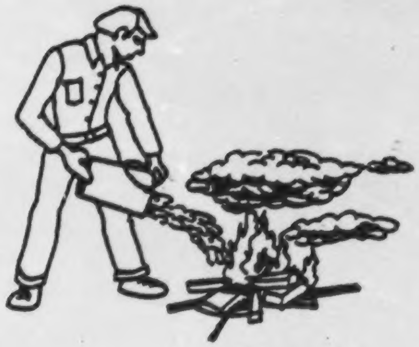
CHECK: TELL YOUR INSTRUCTOR THE 3 CLASSES OF FIRES.

READ: 2. LOOK AT THE FIRE EXTINGUISHERS IN YOUR BUILDING. LOOK AT THE LETTERS ON EACH FIRE EXTINGUISHER- A, B, OR C.

DO: DO JOB STEP 2.

READ: 3. WATER CAN BE USED ON CLASS A FIRES - WOOD-PAPER FIRES. WATER WILL MAKE CLASS B (BURNING LIQUIDS) & CLASS C (ELECTRICAL FIRES) WORSE. DO NOT USE WATER ON CLASS B & C FIRES.

LOOK:



CHECK: TELL YOUR INSTRUCTOR WHEN YOU WILL USE WATER ON A FIRE. TELL YOUR INSTRUCTOR WHEN YOU WILL NOT USE WATER ON A FIRE.

"TURN THE PAGE"

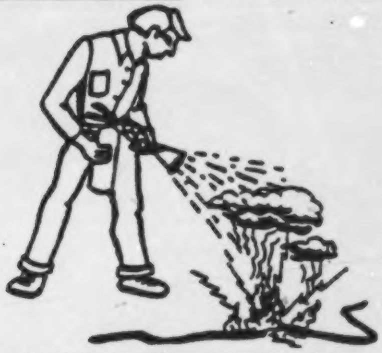
WORD GUIDE

CO_2 - CARBON-DIOXIDE - A GAS USED
TO PUT OUT CLASS B & C FIRES.

READ: 4. CO_2 FIRE EXTINGUISHERS ARE USED ON CLASS B (BURNING LIQUID) & CLASS C (ELECTRICAL) FIRES.

CO_2 FIRE EXTINGUISHERS WILL NOT PUT OUT CLASS A (WOOD-PAPER) FIRES.

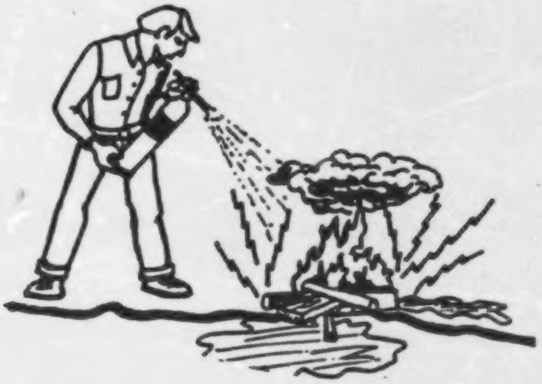
LOOK:



CHECK: TELL YOUR INSTRUCTOR WHEN YOU SHOULD AND SHOULD NOT USE A CO_2 EXTINGUISHER.

READ: 5. DRY CHEMICAL FIRE EXTINGUISHERS CAN BE USED ON CLASS A, B, OR C FIRES. EXTINGUISHERS WITH "A B OR C" CAN BE USED ON ALL FIRES.

LOOK:



CHECK: TELL YOUR INSTRUCTOR WHAT "A B OR C" MEANS.

"TURN THE PAGE"

WORD GUIDE

LOCATION - PLACE.

READ: 6. GET YOUR CHECKLIST. FIND ALL FIRE EXTINGUISHERS IN YOUR BUILDING. FILL IN YOUR CHECKLIST:

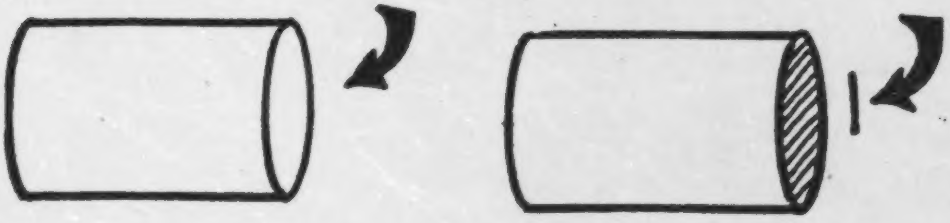
THE LOCATION.
THE KIND OF EXTINGUISHER
THE CLASS OF EACH FIRE EXTINGUISHER (A, B, C.)

DO: Do JOB STEP 6.

CHECK: ASK YOUR INSTRUCTOR TO GO WITH YOU. HE/SHE WILL HELP YOU AT FIRST. BE READY TO ANSWER QUESTIONS.

READ: 7. CHECK THE NOZZLE. IS IT PLUGGED?

LOOK:



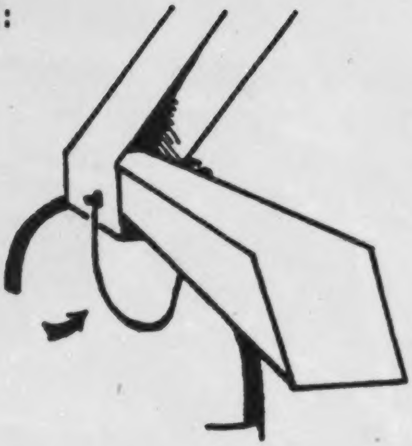
DO: Do JOB STEP 7.

CHECK: IF NOZZLE IS PLUGGED, WRITE IT DOWN ON YOUR CHECKLIST, UNDER "CONDITION".

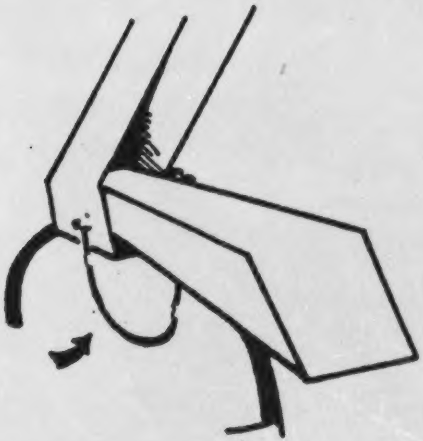
"TURN THE PAGE"

READ: 8. Check the wire seal for breaks.

LOOK:



GOOD SEAL



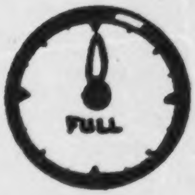
BROKEN SEAL

DO: Do job step 8.

CHECK: If there are breaks in the seal, write it down on your checklist, under "condition".

READ: 9. Check the gauge to see if the extinguisher is full. The arrow should point to "full".

LOOK:



DO: Do job step 9.

CHECK: If the extinguisher is not full, write it down on your checklist, under "condition".

"Turn the page"

READ: 10. Do NOT repair a fire extinguisher by yourself. SEND THE FIRE EXTINGUISHER TO A REPAIRMAN IF:

A. If nozzle is plugged.

B. If wire seal has breaks.

C. If it is not full.

DO: Send fire extinguishers to a repairman, if anything is wrong.

CHECK: Show your instructor how to check a fire extinguisher. Tell him/her what to look for on the NOZZLE, WIRE SEAL, AND GAUGE. He/She will show you how to send the fire extinguisher to a repairman.

READ: 11. Repeat job steps 7, 8, and 9 for each fire extinguisher. Finish the monthly checklist.

CHECK: If something is wrong with a fire extinguisher, write it under "condition", and check with your instructor.

READ: 12. Do the test.

DO: Do job step 12.

CHECK: Check your work. Talk to your instructor about the test.

"Turn the page"

2-15

NAME________________________________

MONTHLY CHECKLIST

	LOCATION	TYPE	CLASS	CONDITION	ACTION
EXAMPLE	WELDING LAB	DRY CHEM.	A B C	EMPTY	SEND IN & REPLACE

2-15

NAME______________________________

MONTHLY CHECKLIST

	LOCATION	TYPE	CLASS	CONDITION	ACTION
EXAMPLE	WELDING LAB	DRY CHEM.	A B C	EMPTY	SEND IN & REPLACE

NAME________________________________

MONTHLY CHECKLIST

	LOCATION	TYPE	CLASS	CONDITION	ACTION
EXAMPLE	WELDING LAB	DRY CHEM.	A B C	EMPTY	SEND IN & REPLACE

NAME______________________________

ANSWERS

1. __________

2. __________

3. __________

4. __________

5. __________

6. __________

7. __________

8. __________

9. __________

10. __________

TEST

DO NOT WRITE ON THIS TEST. USE THE ANSWER SHEET. ANSWERS ARE ON THE LAST PAGE.

1. AN EXTINGUISHER LABELED "ABC" CAN BE USED ON ______________.
   - A. BURNING LIQUIDS.
   - B. WOOD-PAPER.
   - C. ELECTRICAL FIRES.
   - D. ALL OF THE ABOVE.
2. AN EXTINGUISHER LABELED "ABC" IS A ________________________.
   - A. CO_2 EXTINGUISHER.
   - B. DRY CHEMICAL EXTINGUISHER.
   - C. SODA ACID EXTINGUISHER.
   - D. WATER ABCA EXTINGUISHER.
3. BY USING AN EXTINGUISHER QUICKLY AND IN THE RIGHT WAY, YOU COULD STOP A ________________.
   - A. DEATH.
   - B. GREAT LOSS OF MONEY.
   - C. BAD FIRE.
   - D. ALL OF THE ABOVE.
4. CLASS B FIRES ARE ____________________.
   - A. BURNING LIQUID.
   - B. WOOD-PAPER.
   - C. ELECTRICAL.
   - D. BURNT WIRES.

"TURN THE PAGE"

5. CLASS C FIRES ARE ____________________.

   A. BURNING WIRES.

   B. WOOD-PAPER.

   C. BURNING ELECTRICAL MOTOR.

   D. BOTH A AND C ARE RIGHT.

6. CO_2 FIRE EXTINGUISHERS ARE USED TO PUT OUT __________ FIRES.

   A. A AND B

   B. B AND C

   C. A, B, AND C

   D. A AND C

7. YOU SHOULD CHECK FIRE EXTINGUISHERS ONCE A ______________.

   A. DAY.

   B. WEEK.

   C. MONTH.

   D. YEAR.

8. WHEN CHECKING A FIRE EXTINGUISHER, YOU MUST CHECK _________.

   A. WIRE SEAL.

   B. THE GAUGE.

   C. THE NOZZLE FOR PLUGS.

   D. ALL OF THE ABOVE.

"TURN THE PAGE"

9. IF A FIRE EXTINGUISHER HAS A BROKEN SEAL, WHAT WILL YOU DO?

   A. TEST IT.

   B. TRY TO FIX THE WIRE.

   C. SEND IT TO A REPAIRMAN.

   D. SHAKE IT.

10. IN ORDER TO USE A FIRE EXTINGUISHER, WE DO NOT HAVE TO KNOW WHAT IS INSIDE. WE DO HAVE TO KNOW THE FIREMEN'S CODE. THIS CODE TELLS US WHAT KIND OF FIRE FOR WHICH TO USE EACH EXTINGUISHER. WHAT IS THE FIREMEN'S CODE?

    A. A D E

    B. A B

    C. A OR B OR C OR ALL 3.

    D. B C

ANSWER KEY

1. D

2. B

3. D

4. A

5. D

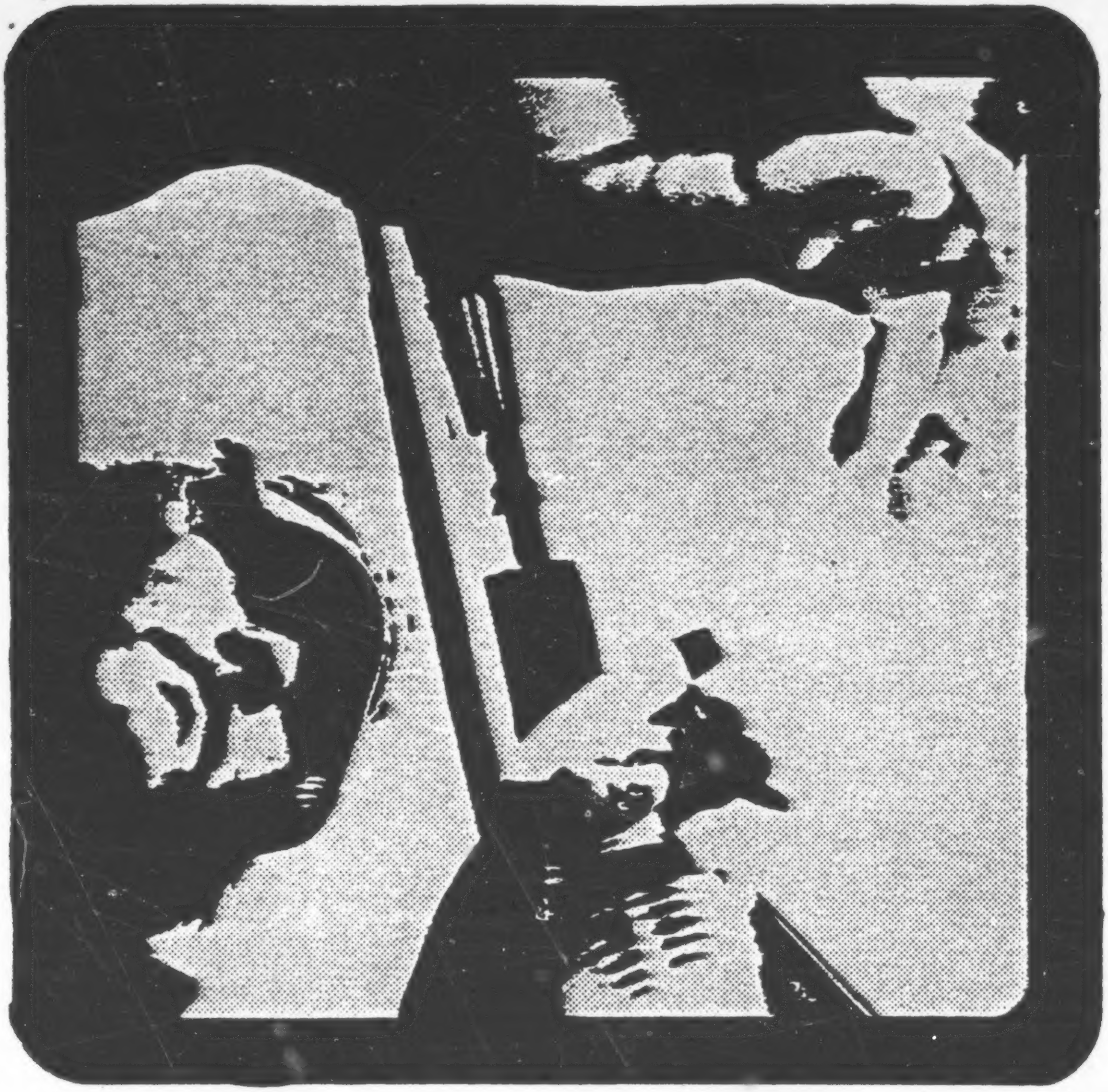
6. B

7. C

8. D

9. C

10. C



building maintenance & engineering

unit: GENERAL MAINTENANCE

capital area career center

module: 2201 02 016 1 date: 5/77 level:

skill title: REPAIR OF BLISTERED AND CRACKED GRAVEL AND TAR TYPE ROOF

developed & written by: DEBORAH J. WHITE

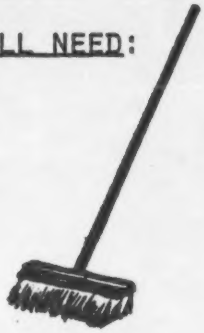
visuals by: MARY ANN GAMEL

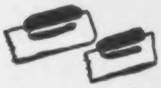
PERFORMANCE OBJECTIVE

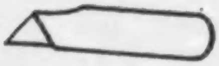
WHAT YOU WILL LEARN:

HOW TO REPAIR BLISTERS AND SURFACE BREAKS IN A FLAT TAR & GRAVEL ROOF.

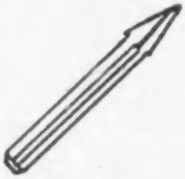
WHAT YOU WILL NEED:

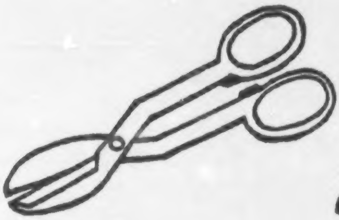

HEAVY BRISTLED BROOM


2 ROOFING TROWELS (SQUARE ENDED)

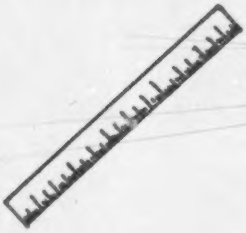

BOX CUTTER

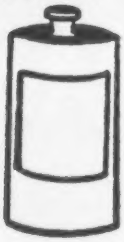
HAMMER

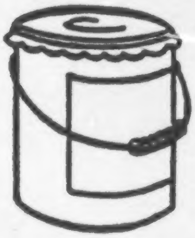

CHISEL


KNIFE & SHEARS

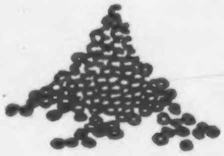
RAGS


RULER


MINERAL SPIRITS


TAR BASE MASTIC

LIGHT GUNNY SACK


PEA STONE GRAVEL

"TURN THE PAGE"

PERFORMANCE OBJECTIVE

WHAT YOU MUST DO:

1. READ THE MODULE.
2. GET YOUR EQUIPMENT.
3. DO THE JOB STEPS FOR REPAIRING A TAR ROOF.

"TURN THE PAGE"

JOB STEPS

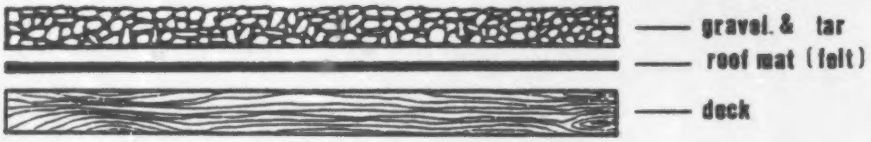
READ: 1. GET ALL EQUIPMENT AND GO TO YOUR WORK AREA.

LOOK:

DO: DO JOB STEP 1. YOUR INSTRUCTOR WILL TELL YOU WHERE TO GO.

READ: 2. LEARN ALL PARTS OF THE ROOF. THEN, NAME ALL PARTS OF THE ROOF IN THE PICTURE FOR YOUR INSTRUCTOR. TALK ABOUT EACH PART.

LOOK:


gravel & tar
roof mat (felt)
deck

DO: DO JOB STEP 2.

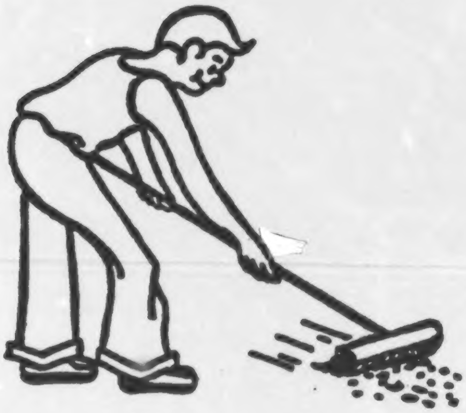
"TURN THE PAGE"

WORD GUIDE

BLISTERED - A RAISED SPOT CONTAINING LIQUID; A BUBBLE.

READ: 3. SWEEP AND CLEAN THE ROOF AREA YOU WILL REPAIR.

LOOK:

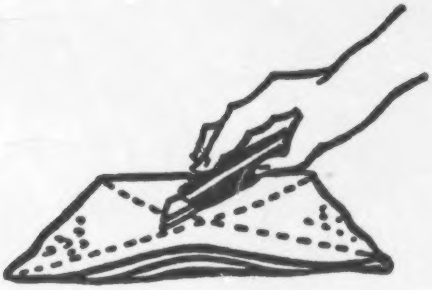


DO: Do JOB STEP 3.

CHECK: ASK YOUR INSTRUCTOR TO SEE IF YOU ARE READY TO GO TO JOB STEP 4.

READ: 4. USING "BOX CUTTER", CUT AN "X" IN THE BLISTERED AREA.

LOOK:



DO: Do JOB STEP 4.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU.

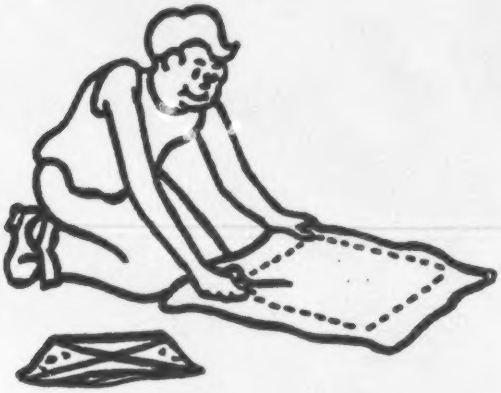
"TURN THE PAGE"

WORD GUIDE

ROOF MAT - 3 OR 4 LAYERS OF TAR COVERED MATERIAL USED IN ROOFING.

READ: 5. USING YOUR SCISSORS, CUT A RECTANGLE OUT OF THE GUNNY SACK THE RECTANGLE SHOULD BE 4 INCHES LARGER THAN THE "X" YOU CUT.

LOOK:

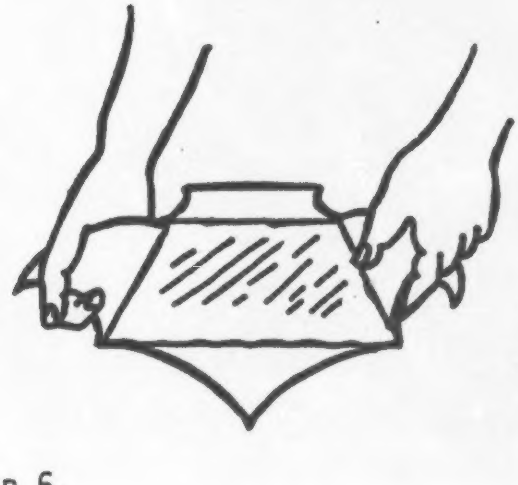


DO: DO JOB STEP 5.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU.

READ: 6. FOLD BACK THE 4 SECTIONS OF THE "X".

LOOK:



DO: DO JOB STEP 6.

CHECK: BE CAREFUL. DO NOT BREAK THE ROOF MAT.

"TURN THE PAGE"

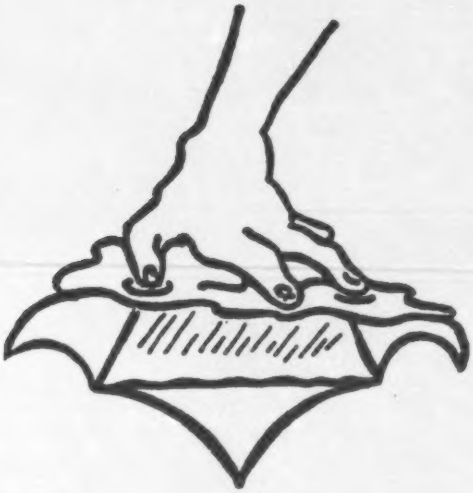
WORD GUIDE

TAR - Black, sticky liquid.

MASTIC - Paste-like material used to protect surface.

READ: 7. Using a cloth, wipe the area dry.

LOOK:

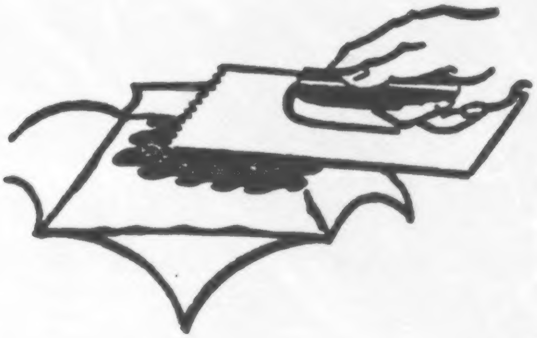


DO: Do job step 7.

CHECK: Ask your instructor to check your work.

READ: 8. Using a trowel, spread lots of TAR BASE MASTIC on the roof mat.

LOOK:



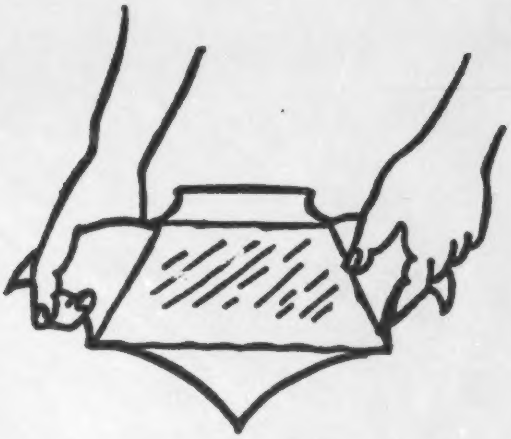
DO: Do job step 8.

CHECK: Ask your instructor to watch you work.

"Turn the page"

READ: 9. Fold the 4 sections of the "X" back into place.

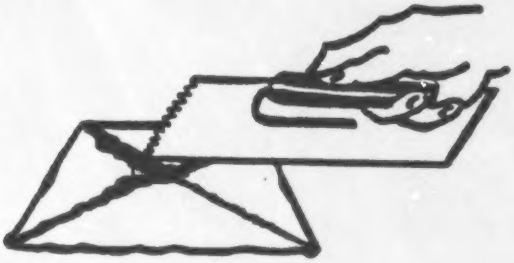
LOOK:



DO: Do job step 9.

READ: 10. Using a trowel, put more mastic on top of the cuts.

LOOK:



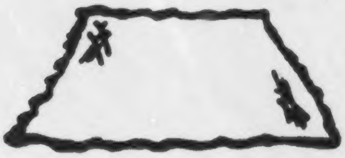
DO: Do job step 10.

CHECK: Ask your instructor to watch you work.

"Turn the page"

READ: 11. PUT THE GUNNY SACK ON TOP - PRESS IT DOWN INTO THE MASTIC.

LOOK:

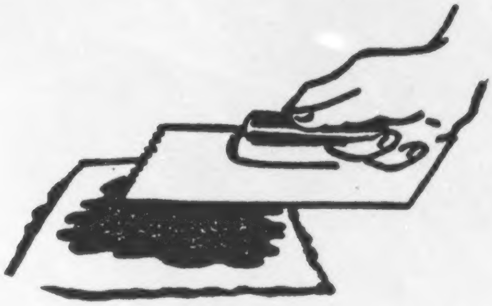


DO: Do JOB STEP 11.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU WORK.

READ: 12. PUT MORE MASTIC ON TOP OF THE GUNNY SACK. USING THE TROWEL, SPREAD OUT THE MASTIC.

LOOK:



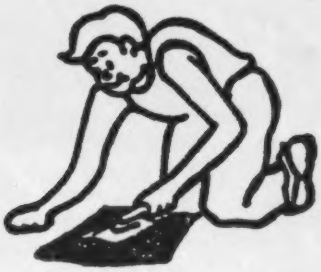
DO: Do JOB STEP 12.

CHECK: ASK YOUR INSTRUCTOR TO WATCH YOU.

"TURN THE PAGE"

READ: 13. Using the other trowel, smooth out the mastic so all parts look the same.

LOOK:

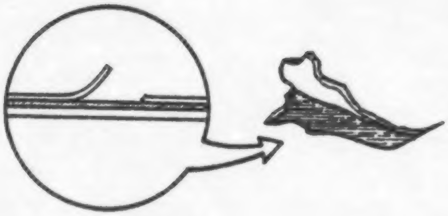


DO: Do job step 13.

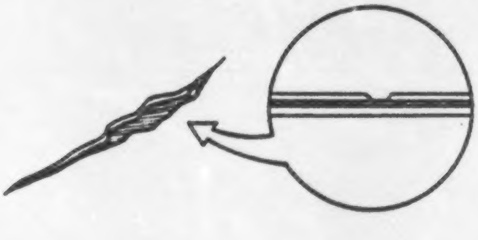
CHECK: Ask your instructor to check your work.

READ: 14. To fix a crack or break in the roof, do the same things. (You would not need to cut the "X"). Repeat job steps 8, 10, 11, 13, 14, 15, and 16.

LOOK:



BREAK



CRACK

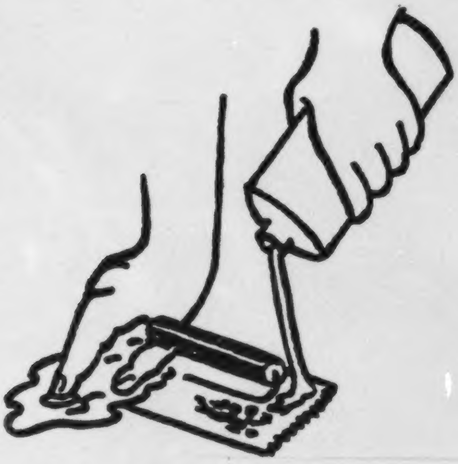
DO: Do job step 14.

CHECK: Read job steps 8, 10, 11, 13, 14, 15, and 16 AGAIN.

"Turn the page"

READ: 15. Clean the trowels in mineral spirits. Wipe dry.

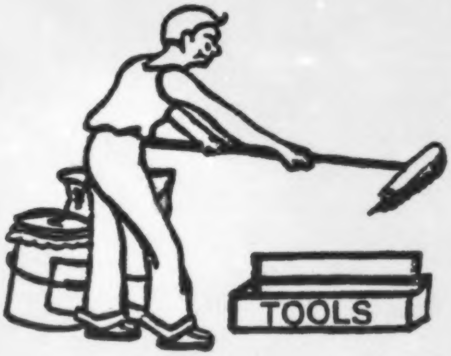
LOOK:



DO: Do job step 15.

READ: 16. Put away all your equipment.

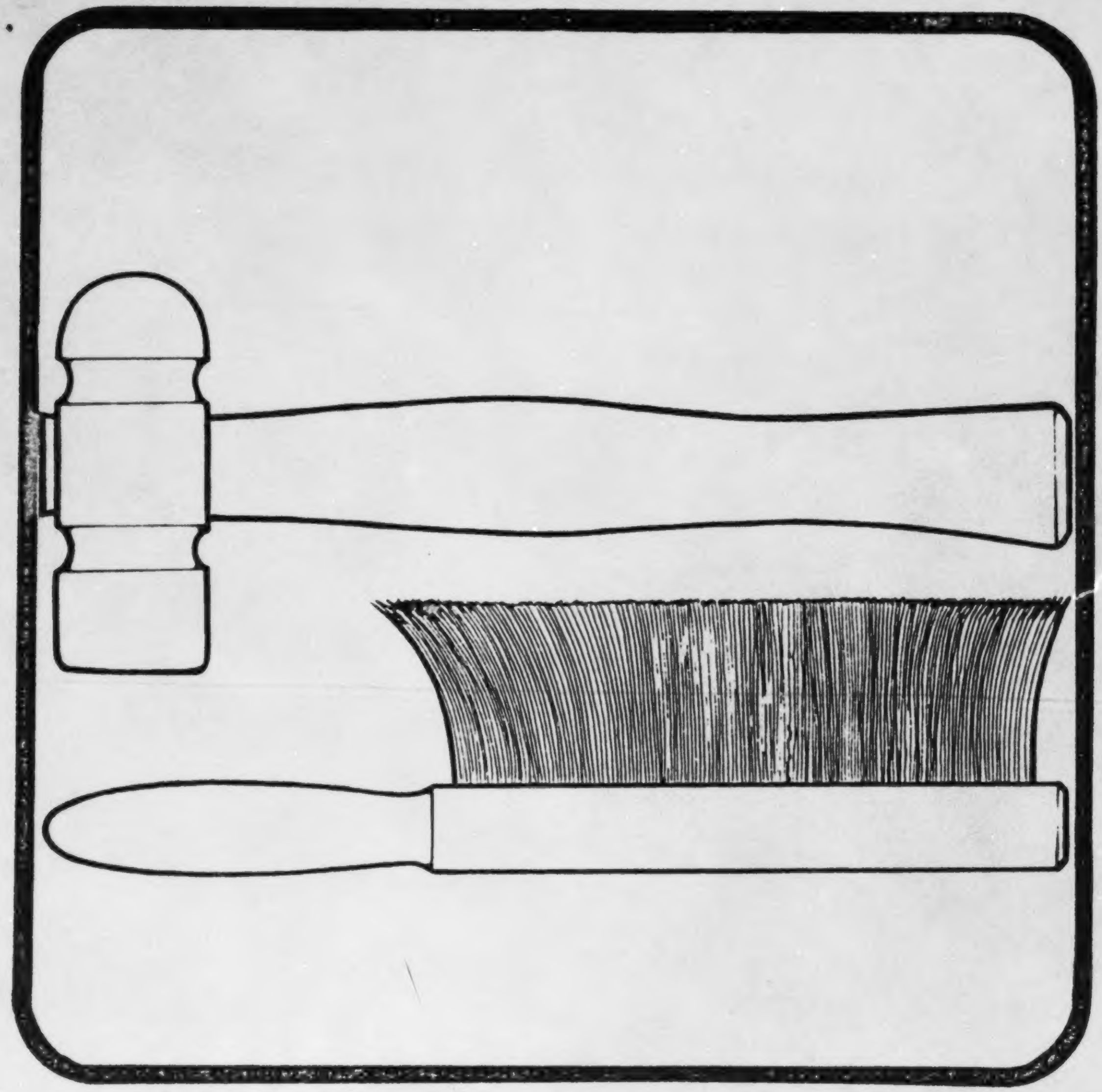
LOOK:



DO: Do job step 16.

CHECK: Tell your instructor how you repaired the blistered area in the roof.

Tell your instructor how to repair a crack or break in the roof.



building maintenance & engineering

unit: GENERAL MAINTENANCE

capital area career center

module: 2201 02 017 1 date: MAY 1977 level: III

skill title: CLEANING ALUMINUM SURFACES

developed & written by: DEBRA CONSTANTINI

visuals by: BILL DRAPER

WORD GUIDE

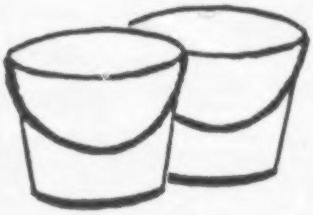
ALUMINUM - A LIGHT COLORED METAL USED FOR TRIM ON BUILDINGS.

PERFORMANCE OBJECTIVE

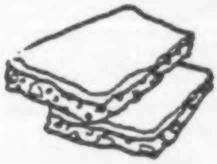
WHAT YOU WILL LEARN:

HOW TO CLEAN AND WAX AN ALUMINUM SURFACE.

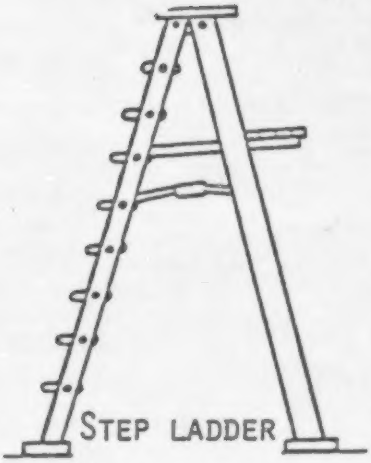
WHAT YOU WILL NEED:



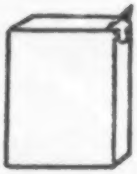
2 PAILS



2 SPONGES



STEP LADDER



MILD, ALL-PURPOSE SOAP

WIPING CLOTHS

LIQUID WAX

WHAT YOU MUST DO:

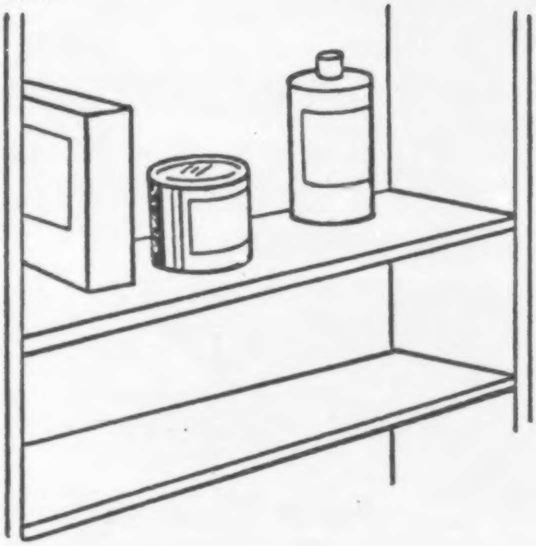
1. READ THIS MODULE.
2. GET YOUR EQUIPMENT.
3. DO THE JOB STEPS FOR CLEANING AND WAXING ALUMINUM SURFACES.

"TURN THE PAGE"

JOB STEPS

READ: 1. GET ALL EQUIPMENT AND GO TO YOUR WORK AREA.

LOOK:

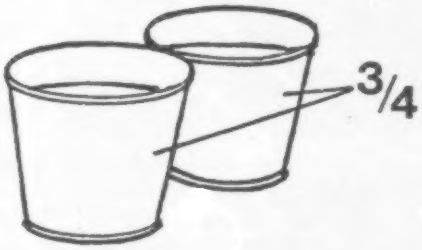


DO: Do job step 1.

CHECK: Ask instructor to see if you have all equipment,

READ: 2. Fill both pails 3/4 full with warm water

LOOK:

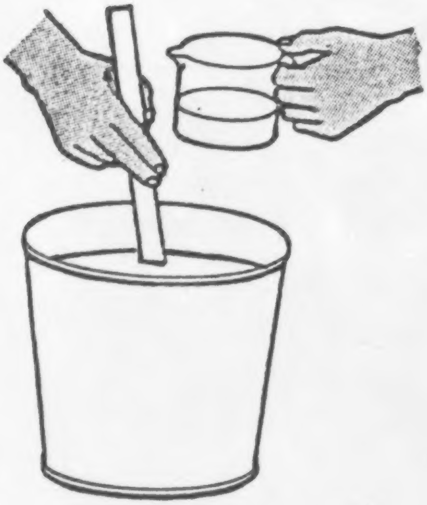


DO: Do job step 2.

"Turn the page"

READ: 3. IN ONE PAIL MIX 1/3 CUP OF SOAP WITH THE WATER.

LOOK:

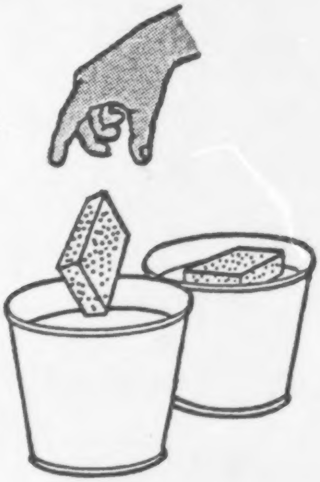


DO: DO JOB STEP 3.

CHECK: ASK INSTRUCTOR TO HELP YOU MEASURE 1/3 CUP OF SOAP.

READ: 4. PUT A SPONGE INTO EACH PAIL.

LOOK:



DO: DO JOB STEP 4.

"TURN THE PAGE"

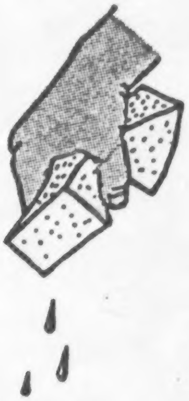
WORD GUIDE

CIRCULAR MOTION - MOVING AROUND IN MOTION.

READ: 5. SQUEEZE ALMOST ALL THE WATER OUT OF THE SOAPY SPONGE.

NOTE: DO NOT SQUEEZE ALL SOAP FROM SPONGE.

LOOK:

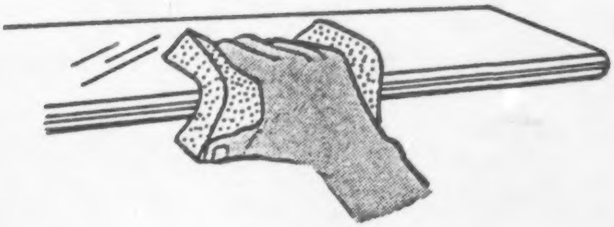


DO: DO JOB STEP 5.

READ: 6. USING SOAPY SPONGE, MOVE SPONGE BACK AND FORTH ALONG THE GRAIN TO CLEAN ALUMINUM. BE CAREFUL NOT TO SCRATCH ALUMINUM.

NOTE: ALWAYS RUB ALUMINUM IN DIRECTION OF FINISH. NEVER RUB IN A CIRCULAR MOTION.

LOOK:



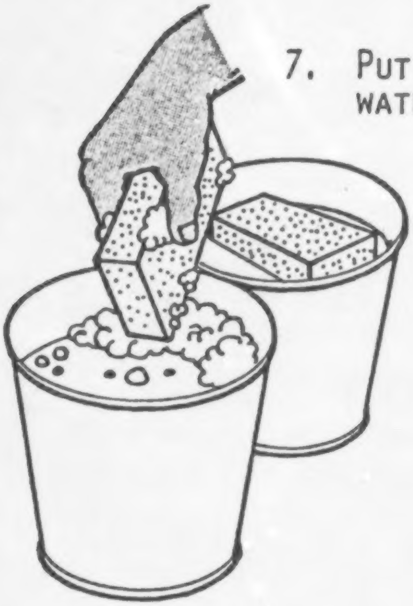
DO: DO JOB STEP 6.

CHECK: ASK INSTRUCTOR TO SEE IF YOU ARE CORRECTLY RUBBING ALUMINUM.

"TURN THE PAGE"

READ: 7. PUT SOAPY SPONGE BACK IN SOAPY WATER.

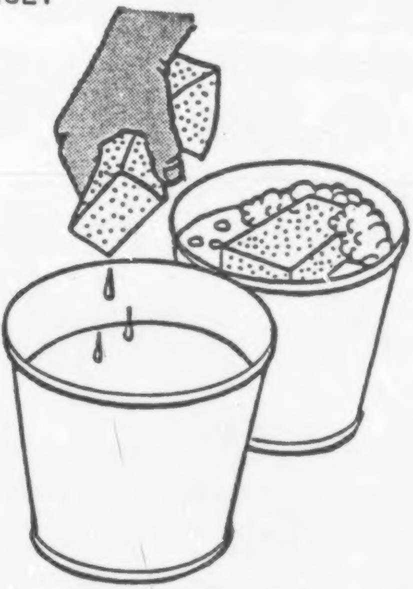
LOOK:



DO: DO JOB STEP 7.

READ: 8. SQUEEZE WATER FROM CLEAN SPONGE, NOT SOAPY SPONGE.

LOOK:

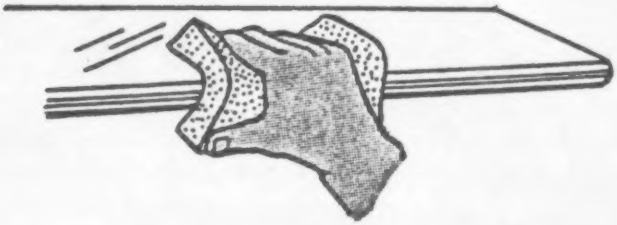


DO: DO JOB STEP 8.

"TURN THE PAGE"

READ: 9. Using clean sponge, wipe back and forth to rinse aluminum.

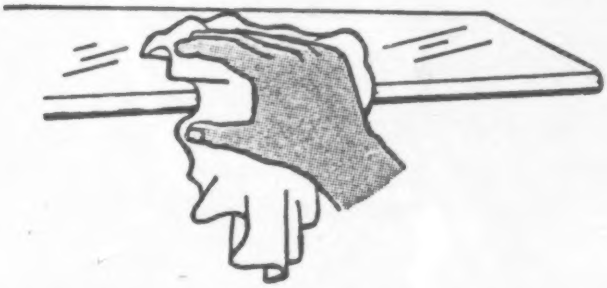
LOOK:



DO: Do job step 9.

READ: 10. Using a clean wiping cloth, quickly wipe back and forth to dry aluminum.

LOOK:

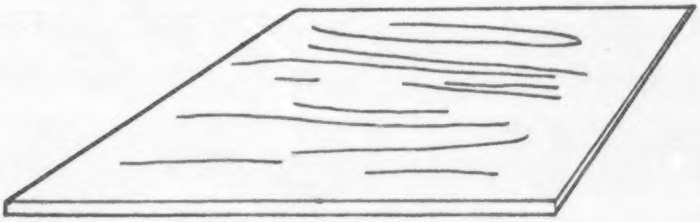


DO: Do job step 10.

"Turn the page"

READ: 11. CHECK ALUMINUM FOR SPOTS OR STREAKS.

LOOK:



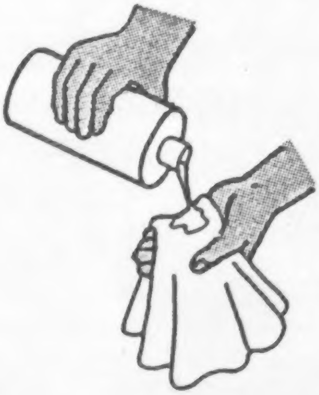
DO: DO JOB STEP 11.

READ: 12. IF THERE ARE SPOTS OR STREAKS, DO JOB STEPS 6-12 AGAIN.

DO: DO JOB STEPS 12.

READ: 13. POUR A LITTLE LIQUID WAX ONTO CLEAN, SMALL RAG.

LOOK:



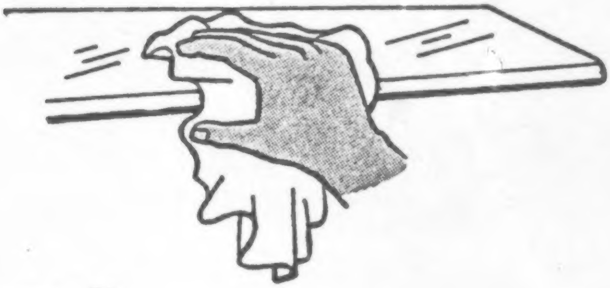
DO: DO JOB STEP 13.

"TURN THE PAGE"

READ: 14. MOVE THE RAG BACK AND FORTH TO PUT A THIN COAT OF WAX ONTO CLEAN ALUMINUM.

CAUTION! Do NOT DRIP WAX.

LOOK:

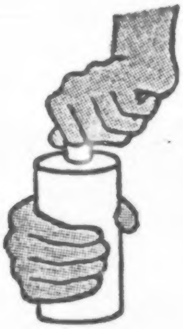


DO: Do JOB STEP 14.

CHECK: ASK YOUR INSTRUCTOR TO CHECK YOUR WORK.

READ: 15. TIGHTLY CLOSE CAP ON SOAP AND WAX.

LOOK:

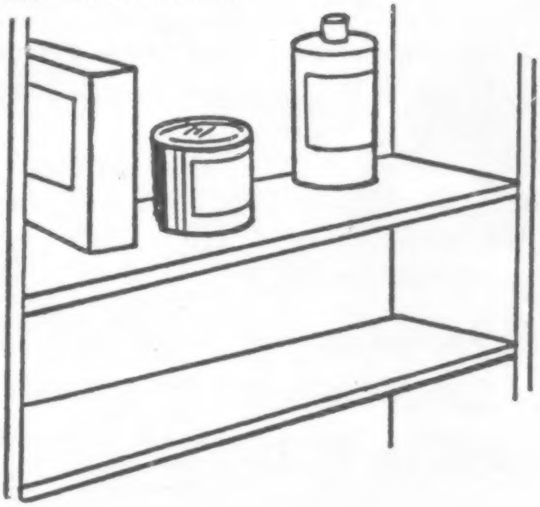


DO: Do JOB STEP 15.

"TURN THE PAGE"

READ: 16. PUT AWAY ALL EQUIPMENT.

LOOK:



DO: DO JOB STEP 16.